

SAFETY AND HEALTH PROGRAM

Protective Footwear Program

1.0 PURPOSE

The purpose of this safety program is to protect OPP employees from foot injuries, and to comply with OSHA Regulations.

2.0 SCOPE

This program applies to any OPP employee who performs maintenance or construction type work, or regularly visits any OPP job sites and shop areas where maintenance or construction type of work is performed.

3.0 ELIGIBILITY

All technical service and staff employees are required to wear good supportive work shoes to work. Open-toed sandals and shoes are not permitted in shop areas, on job sites, or anywhere where work is being performed. The following groups have PPE Hazard Assessments that have identified the need for ASTM approved safety shoes and are required to wear ASTM approved safety shoes:

Utility Services
Renovation Services
Maintenance Programs and Services
Grounds and Equipment
Logistics and OPP Stores
Custodial Services (gr 9)

4.0 BACKGROUND

The OSHA regulation for foot protection, 1910.136 and 1926.96, incorporates by reference ASTM American Society for Testing and Materials Personal Protection- Protective Footwear. The ASTM standard establishes guidelines to significantly protect against the following hazards:

- Falling and rolling objects
- Objects piercing the sole



- Metatarsal support
- Electrical conductivity
- Static dissipation
- Ankle support.

Personal Protective Equipment (PPE) hazard assessments have been performed for all jobs and have identified the need for foot protection to protect against hazards and injuries. These include injuries from punctures, crushing, sprains, and lacerations, and also from slips, trips, and falls. Foot/ankle pain and fatigue have been shown to contribute to other injuries. In addition to engineering away potential hazards e.g., pedestrian walkways through shops, good housekeeping, etc., it is important that employees wear the appropriate footwear for the tasks that they perform.

For groups that are not required to wear ASTM approved safety shoes, appropriate footwear is still required and should be constructed of heavy, cut-resistant material with soles designed to protect against puncture, slipping, and exposure to chemical or electrical hazards.

5.0 ELEMENTS

The following guidelines have been established for the Office of Physical Plant Protective Footwear Program.

- 5.1.0 OPP will pay 50% of the cost up to \$75 for one pair of ASTM approved safety shoes per calendar year. In order to be eligible for this cost sharing, the employees' hazard assessment must indicate that safety shoes are required for the job.
- 5.2.0 Participation in this program shall be mandatory for all employees whose PPE hazard assessment indicates protective footwear is needed.
- 5.3.0 Managers of staff employees who frequent job/construction sites will determine which of their staff employees will be eligible for the cost sharing.
- 5.4.0 Wage payroll employees are not eligible for the cost sharing; however, they will continue to be required to wear appropriate footwear including ASTM safety shoes for the jobs they perform.
- 5.5.0 ASTM approved safety shoes can be purchased anywhere, and the receipt and hard toe tag turned into the administrative office for the division for the 50% up to a max of \$75 re-imbursement.
 - 5.5.1 All footwear eligible for cost sharing must be ASTM approved safety footwear.
 - 5.5.2 Participants must select footwear appropriate for the tasks they are performing at OPP.



6.0 RESPONSIBILITIES

6.1 Employee

- 6.1.1 Wear appropriate footwear for the work they perform.
- 6.1.2 Keep and maintain safety shoes in good condition.
- 6.1.3 Wear the appropriate footwear as indicated by the PPE Hazard Assessment for the job.

6.2 Supervisor

- 6.2.1 Authorize purchase of protective footwear for those employees performing work which requires them.
- 6.2.2 Wear safety shoes when visiting jobsites, or areas where work is being performed.
- 6.2.3 Enforce this Protective Footwear Program.

6.3 Manager

- 6.3.1 Wear appropriate footwear when visiting job sites.
- 6.3.2 Provide funding for safety shoes for all employees that are required to wear them.
- 6.3.3 Hold Supervisors accountable for enforcing the program requirements.

6.4 OPP Safety Office

- 6.4.1 Evaluate and revise this program as needed
- 6.4.2 Maintain PPE Hazard Assessments
- 6.4.3 Assist in the selection of appropriate footwear.
- 6.4.4 Ensure PPE hazard assessments are completed for all jobs, and are maintained in accordance with OSHA regulations.



Safety Shoe Reimbursement Form

Submit to your financial Delegate. Incomplete forms will be RETURNED.

**** Attach ANSI/ASTM or Safety Shoe Tag & Original Receipt, signed and dated****

Employee Name	_____
Employee PSU ID (9-digits)	_____
Employee Supervisor	_____
Cost Center/Internal Order	_____
Purchase Amount	_____
Store/Vendor	_____
Shoe Description	_____
Employee Signature/Date	_____
Supervisor Signature/Date	_____

Safety Office Use Only

Date Received:		Initials:
SRFC:	Amt Reimbursed:	Date Processed: