

General Services Division Safety Program and Policy Manual

SUBJECT: **Safety Footwear**

NUMBER: 01-0108

POLICY ISSUE DATE: 10/01/98

Revised: October 28, 2008; 06/09/2015

Policy

Each affected employee exposed to foot injury hazards (such as but not limited to falling or rolling objects, objects piercing the sole, chemicals, electrical hazards, and/or slips) shall wear appropriate foot protection. The General Services Division (GS) shall use a Personal Protective Equipment Assessment to determine jobs that require safety footwear. “*Employee*” is a full-time permanent or a full-time probationary employee, time-limited employee or a part-time employee that has worked at least 3 months and/or with approval of the Team Leader. Affected employees include but are not limited to Trades and Building/Grounds Specialists with job functions such as Mechanical, Electrical, Maintenance, Plumber, Painter, Custodial, Horticulture, Interagency Mail, Surplus Property, Construction and Planning, and Statewide Building Services.

Regulation

29 CFR 1910 Subpart I, Personal Protective Equipment; 1910.136 Occupational foot protection

Procedures

1. Safety footwear must meet the following criteria:
 - Labeled as “Complies with (or Conforms to) ASTM F 2412-05 and F 2413-05” (replaced the former ANSI Z41-1999 footwear standard in 2005)
 - Slip Resistant footwear must be tested and certified slip resistant by the manufacturer
 - The Safety Support Unit shall determine if shoes meet criteria as established by this policy
 - Employees must select shoes based on the exposure and work performed and as determined by the safety footwear guide
2. Shoes shall be appropriate for the job and work tasks performed. Examples include steel or composite material toecaps to protect against a crush hazard of falling or rolling objects, a steel midsole to protect against punctures, or slip resistant soles for wet or slippery locations. There is a wide variety of styles in safety footwear available to accommodate personal preference. Proper fit is vital to employee comfort. Supervisory or staff personnel, who have infrequent exposure to foot hazards, may wear appropriate temporary slip-on or strap-on foot protection.
3. The General Services Division will reimburse the employee up to \$120.00 including taxes on the purchase price of the shoe, whichever is less, for standard safety footwear. Employees must receive prior authorization from their Team Leader then provide a detailed store or vendor receipt listing the specific item purchased to their Team Leader (see attached form).

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4. All employees, including contract and temporary employees, are required to comply with the safety footwear policy. However, the General Services Division will not provide any funds toward the purchase of individual safety footwear for contract or temporary employees. Therefore, these purchase procedures do not apply to contract or temporary employees. The GSD Team Leader will notify vendors of contract employees when their employees must perform tasks that place them at risk of foot injuries. If contract or temporary employees need foot protection not provided by the contract vendor, GSD teams may loan them foot protection such as steel caps or rubber pullover shoes. Contract workers shall return loaned safety footwear after use.
5. Employees with special orthopedic needs (where physical problems prevent the wear of standard commercially available safety footwear) can obtain orthopedic safety footwear with a written statement (prescription) from a physician stating the reason the employee cannot wear standard safety footwear. The physician's prescription is at the employee's expense. General Services reserves the right to seek a second medical opinion in such cases. Where employees are not able to wear standard safety footwear due to verified physical problems, GS will seek out reasonable accommodations, when feasible and practical, such as steel toe caps which can be added to the outside of footwear (strap-on or slip-on) to provide equivalent protection. If approved by the employee's Team Leader, the allowance for orthopedic prescription safety footwear is up to \$150.00 including taxes.
6. It is the intent of this policy that reimbursement for replacement footwear (initially obtained in accordance with items 3 and 5 above) will normally occur no more than once per year. However, Team Leaders have some latitude in this decision based on the type of work performed by the employee. Reimbursement for safety footwear should not be on an automatic annual basis but rather based on damage and/or wear with replacement approved by the Team Leader. If an object falls, rolls, or pierces and thus damages an employee's safety footwear at work, the employee may obtain and receive reimbursement for new safety footwear, as described in items 3 and 5, only at the Team Leader's discretion.
7. Failure to wear required safety footwear will result in disciplinary action in accordance with GS Personnel procedures.

Examples:



Variety of styles and types of safety footwear



Temporary Slip-on



Strap-on

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**South Carolina
General Services Division**

Request for Safety Footwear

Employee ID # _____

Employee Name _____ Date _____

Team _____ Position Description _____

TYPE OF SAFETY FOOTWEAR: WORK SHOE/BOOT DRESS SLIP-ON SLIP-RESISTANT
 WATER-PROOF ELECTRICAL NON-CONDUCTIVE OTHER (SPECIFY) _____

Team Leader _____

Allowance: \$120.00 (\$150.00 orthopedic prescription) including taxes

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- Footwear labeled as "Complies with (or Conforms to) ASTM F 2412-05 and F 2413-05" (replaced the former ANSI Z41-1999 footwear standard in 2005)
 - Slip Resistant shoes must be tested and certified slip resistant by the manufacturer
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Vendor To Complete

Date _____

Style Purchased _____ **Size** _____

Price _____

The safety footwear provided to the above employee meets or exceeds the above listed criteria.

Vendor Name: _____

Vendor Representative _____ Date _____