

- *\$180 limit (final total price after tax)
- *shoes must be laced/no pull-on
- *shoes must have safety toes
- *for employees performing electrical work, shoes must be “all” leather

Safety Shoe Authorization Form

Note: The Department of Environmental Health and Safety (EHS) must sign this form and approve the request. **Safety shoes should only be requested for employees who are exposed to foot injuries.**

Employee's Name		Department	
Job Title		Phone #	
Supervisor's Name		Phone #	

Please indicate (below) why you are authorizing safety shoes

This employee is **new** or has not been issued safety shoes.

This person needs **replacement** safety shoes. Refer to Safety Shoe Procedures for details.

I confirm that I have inspected the shoes to be replaced and deem them in need of replacement. Employees shall discard their old shoes upon receipt of the replacement.

Supervisor's/Manager's
Signature _____ **Date** _____

EHS Signature _____ **Date** _____