

Safety Shoe Procedures

1.0 PURPOSE

To comply with Cal/OSHA General Industry Safety Order, Title 8, Section 3385.

2.0 SCOPE

This policy is applicable to all staff and faculty who are exposed to foot injuries from electrical hazards, hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions which may cause injuries or who are required to work in abnormally wet locations.

3.0 RESPONSIBILITY

3.1 Department of Environmental Health & Safety

3.1.1 Approve all safety shoes to ensure they meet or exceed American National Standards Institute (ANSI) adopted recommendation for Personal Protection Protective Footwear, Z41.1-1991 standard.

3.1.2 Provide safety shoes to employees where there is reasonable probability that injury can be prevented by the use of such protection.

3.2 Supervisor and Manager

3.2.1 Ensure employees wear the correct shoes for the hazards involved.

3.2.2 Enforce the wearing of safety shoes.

3.2.3 Ensure that employees are properly trained in the care, maintenance, and use of safety shoes.

3.2.4 Recommend replacement safety shoes based on damage and/or deformation of the existing safety shoes, a medical condition, or any other condition that would warrant a replacement.

3.2.5 Notify EHS of the need for new or replacement safety shoes.

3.2.6 Collect existing safety shoes from employees when replacement has been received.

3.2.7 Provide to EHS the name of the employee and specific job task(s) that expose the employee to foot hazard.

3.3 Employee

- 3.3.1 Must wear safety shoes when exposed to foot hazard.
- 3.3.2 Must not wear safety shoes for personal use.
- 3.3.3 Ensure that safety shoes issued to him/her are properly maintained, serviced, and/or replaced as it becomes unserviceable or damaged. Return replacement items to the immediate supervisor.
- 3.3.4 Inform immediately the Supervisor of any change in condition of the safety shoes.
- 3.3.5 Turn in existing safety shoes to receive a replacement pair.

4.0 POLICY STATEMENTS

4.1 Newly Issued Safety Shoes

- 4.1.1 ANSI approved safety toe, laced, slip resistant sole shoes applicable to the job task(s) hazard.
- 4.1.2 A minimum 6" high ankle support boot is required for jobs that require ankle support; typically this applies to Groundworkers and Furniture Movers.
- 4.1.3 For work under wet conditions, rubber boots or rubber shoes can be obtained with a safety toe to protect against impact.
- 4.1.4 If a medical condition warrants a specific type of safety shoe, a written note from the physician is needed.

4.2 Safety Shoe Replacement or Repair

- 4.2.1 Damage and/or deformation.
- 4.2.2 Holes worn into the soles or uppers.
- 4.2.3 Soles beginning to detach from shoe.
- 4.2.4 Heel worn less than ½ of its original thickness.
- 4.2.5 Poor fit.
- 4.2.6 Change in duties that would require a different type of shoe.
- 4.2.7 Medical condition which would require different safety shoes. A written note from a physician is needed.
- 4.2.8 Manufacturing defect.