

<b>Title:</b> Protective Footwear	<b>Document No.:</b> OCS-901
	<b>Revision No.:</b> 01 <b>Date:</b> April 3, 2017
	<b>Approved By:</b> Avraham Boruchowitz, CSP, CHMM

**Introduction**

Occupational Safety and Health standards require that each affected employee wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, objects piercing the sole, or where such employee’s feet are exposed to electrical hazards as documented by a personal protective equipment hazard assessment. Foot injuries are common in the workplace and more than 100,000 employees suffer disabling injuries to their feet every year. Approximately 75% of these injuries could have been prevented if employees had worn proper foot protection. The feet should be treated with care because even a minor injury can cause extreme pain, injury, and lost time on the job.

Safety shoes are puncture and crush resistant, and contain soles made of slip resistant materials to maximize traction and reduce the incidence of falls. Modern safety shoes are comfortable and lightweight. Employees should be able to find shoes that fit properly and are appropriate for the hazards they may face. To reduce injuries to the feet and decrease the potential for slips and falls, Radford University has developed this program to ensure that employees wear appropriate footwear when performing their job duties.

**Identifying Hazards**

Environmental Health and Safety (EHS), in cooperation with department supervisors, has identified areas requiring foot protection and the type of protection needed by employees. The need for foot protection will be continually evaluated. Depending on the potential hazard, safety-toe shoes, electrical hazard shoes, rubber overboots, or metatarsal guards may be required. In some areas, such as housekeeping, canvas type shoes may be adequate. Instead of safety shoes, the department should strive to decrease the possibility of foot injuries by reducing or eliminating hazards through engineering controls or procedural changes.

**Shoe Types**

Safety shoes must be worn if workers are exposed to the potential of falling objects that weigh more than 15 pounds and these objects are routinely handled more than once per day. In general, this will apply to most maintenance employees, dishwashers, stockmen, and housekeepers who routinely move heavy objects. Employees assigned to jobs within foot protection areas on a routine basis shall wear appropriate safety shoes at all times. Employees assigned to jobs that require lifting of heavy objects on a non-routine basis shall wear safety shoes or foot guards when required. Safety shoes must meet the requirements of ASTM F2412-05 and F2413-05 standards (ANSI Z41.1, Class 75).

<b>Title:</b> Protective Footwear	<b>Document No.:</b> OCS-901
	<b>Revision No.:</b> 01 <b>Date:</b> April 3, 2017
	<b>Approved By:</b> Avraham Boruchowitz, CSP, CHMM

For Qualified Employees within the Electrical Safety Program requiring electrical hazard/arc flash protection, footwear should have the Electrical Hazard (EH) designation as well as the requirements stated in the above paragraph. Footwear should be in compliance with any applicable NFPA 70E regulations which will be dependent on the work that may be performed. Consult with the Manager of Electrical Services and Environmental Health and Safety if needed.

Care: Employees are responsible for ensuring that all work shoes are maintained in a safe condition. To increase the life of work shoes they should be kept dry, clean, and polished. Safety-toe shoes should not be used to kick objects. Shoes should be regularly inspected for damage such as cracks and holes.

Medical waivers: Medical exemptions to this program must be coordinated with Human Resources and Environmental Health and Safety. Documentation from a medical provider is required for the consideration of any exemption.

## Procedure

Appropriate foot protection shall be required for employees who are exposed to foot hazardous activities, which can be described as, but are not limited to, the following:

- Electrical hazards
- Hot, corrosive, and poisonous substances
- Falling objects (tools, valves, etc.)
- Crushing or penetrating actions
- Abnormally wet locations
- Rolling objects (pipes, material handling devices, etc.)
- Sharp materials at or near floor level
- Heavy debris that can be kicked (weights, stock, etc.)
- Slip and fall conditions

Footwear which is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn. Eligible employees identified in this program are required to wear appropriate footwear while performing their duties. Failure to wear the required footwear may be grounds for disciplinary action.

Each employee required to wear safety shoes in their job positions shall be provided an annual monetary reimbursement of up to seventy-five dollars (\$75.00) to both full-time and part-time employees in eligible job classifications. Eligible job classifications, as currently determined by

<b>Title:</b> Protective Footwear	<b>Document No.:</b> OCS-901
	<b>Revision No.:</b> 01 <b>Date:</b> April 3, 2017
	<b>Approved By:</b> Avraham Boruchowitz, CSP, CHMM

EHS, are listed in Appendix A. Any cost that exceeds this subsidy is the responsibility of the employee. Subsidies are not additive and are lost at the end of the fiscal year.

For employees requiring electrical hazard/arc flash protection shall be provided an annual monetary reimbursement of up to one-hundred dollars (\$100.00). This subsidy is available only to Qualified Employees within the Electrical Safety Program.

Employees must present the invoice, the completed Footwear Purchase Reimbursement Authorization form (Appendix B), and safety shoes to their supervisor for approval. Once signed by their supervisor, the form should be submitted for employee reimbursement. Department supervisors are charged with supporting the program and will periodically check the condition of wear on employee’s shoes. Additionally, supervisors are responsible for confirming their employees are wearing their protective footwear. Employees who fail to wear their protective footwear shall be sent to retrieve their shoes. Work is not permitted until the appropriate protective footwear is utilized.

Repairs are normally the responsibility of the employee. Damaged shoes needing replacement prior to a yearly subsidy should be presented to supervision for evaluation. If damage is greater than normal wear and tear, the employee may be granted a subsidy for the purchase of a new pair of safety shoes.

**Document Revision History**

Revision	Section(s) Changed	Change(s) Made:	Date
00	All	Initial Draft	Unknown
01	All	Format changes and update. Reimbursement subsidy increased to \$75.00 (\$100 for EH).	04/3/17

**Document Author(s):** John Crocker, CSP & Avraham Boruchowitz, CSP, CHMM

<b>Title:</b> Protective Footwear	<b>Document No.:</b> OCS-901
	<b>Revision No.:</b> 01 <b>Date:</b> April 3, 2017
	<b>Approved By:</b> Avraham Boruchowitz, CSP, CHMM

**Appendix A: Eligible Job Classifications for Safety Shoes**

<u>Job Classification</u>	<u>When Needed</u>
Garage Staff	At all times
Carpenters	At all times
Dishwashers	When lifting, maintenance tasks, using heavy machinery
Electricians	At all times (EH rating required)
Faculty, instructors	When teaching involves heavy machinery or material lifting
Grounds Workers	At all times
Housekeepers	When lifting, maintenance tasks, using heavy machinery
Laborers, Movers	At all times
Locksmiths	At all times
Machine operators	At all times
Maintenance mechanics	At all times
Maintenance workers	At all times
Painters	At all times
Plumbers	At all times
Roofers/Masons	At all times
EHS Staff	When lifting; in construction, maintenance, or warehouse areas
Boiler House Staff	At all times
Truck drivers	At all times
Warehouse Staff	At all times
Welders	At all times
Other Workers	When lifting, performing maintenance, using heavy machinery, on construction sites

