

## Safety Footwear Policy

### Intent:

The University of Wisconsin-Eau Claire/Barron County is committed to providing a healthy and safe working environment for all members of the campus community.

- To ensure that employees of the University of Wisconsin-Eau Claire/Barron County who may be exposed to the risk of foot injury during their duties, wear approved safety footwear.
- To ensure the safety of employees, appropriate protective footwear must be worn by all persons when working in areas where there is a danger of foot injuries due to falling or rolling objects that could crush the foot, objects that could pierce the sole, and where the employee's feet are exposed to electrical hazards.
- To provide guidance to supervisors in determining whether certain work activities present a risk of foot injury and the types of safety footwear required to protect workers from workplace foot injuries in the workplace.
- Employees who are issued safety shoe vouchers annually will be required to purchase and wear them when at work.
- To provide guidelines for footwear requirements by classifications and reimbursement to eligible employees for safety footwear.

### Scope:

This program applies to all UW-Eau Claire employees who perform maintenance or construction type work and shop areas where maintenance or construction type of work is performed.

- To cover all University employees, Barron County, faculty, and staff who have a potential for injury to the feet from falling or rolling objects, objects piercing the sole, chemical or slip hazards, and where such employee's feet are exposed to electrical hazards.
- To cover any employee who routinely performs work considered to be conducive to foot injuries or who are exposed to other hazards which require foot protection.

## Safety Footwear Policy

### Definitions:

**Chainsaw-protective footwear:** Boots that are designed to prevent a chainsaw from cutting into the shin, ankle, foot, and toes.

**Electric shock resistant (ESR) footwear:** A sole and heel constructed of electrically insulating materials that provides protection against electric shock to the bottom of the foot.

**Protective footwear:** A boot or shoe that provides protection against injury to the wearer as defined in CSA Standard.

**Slip resistance:** A property of footwear (e.g., sole material, shape or softness/hardness, tread design, or shape of heel) that reduces slipping on specific surfaces.

**Protective Sole Plate:** An integral component in the footwear that provides puncture protection to the sole of the foot.

**Protective Toecap:** A component designed to provide toe protection that is an integral and permanent part of the footwear.

**Safety Boots:** A puncture resistant sole plate, a minimum 6-inch-high ankle protection and electric shock-resistance (ESR) in accordance with the ANSI Z41.1999 Standard.

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### Procedures

This policy sets out requirements about footwear that must be worn when engaging in certain types of activity and provides guidance for all staff about footwear that is or is not suitable for general activities on UW-Eau Claire campus.

## Safety Footwear Policy

### Responsibilities

#### Risk Management, Safety and Sustainability (RMSS)

Step	Responsibilities
1	Be responsible for ensuring the development & implementation of this policy.
2	Provide necessary resources as available to carry out the program.
3	Ensure departments are aware of and monitor compliance with the program.
4	Monitor job activities for foot hazards annually, whenever a new job activity is introduced, or after a related employee injury.
5	Provide consultation to department in assessing the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE).

#### Appropriate Administrator and/or Supervisors/Managers

Step	Responsibilities
1	Conduct specific job hazard assessments to determine hazards which necessitate the use of PPE including safety footwear and provide documentation to RMSS. a. Identify the activities that require protective footwear.
2	Ensure safety footwear is being worn by each affected employee during all job tasks which require such protection.
3	Communicate, promote, and enforce this policy and procedure through regular worker monitoring strategies.
4	Ensure that employees wear the appropriate footwear in all areas where a risk exists.
5	Ensure and enforce that employees comply with the guidelines established by this program including disciplinary action for violation of policy where appropriate.
6	The department must pay for the expense and would need to be approved prior to purchase of protective footwear. See Section “ <b>Subsidy for Footwear</b> ” Purchase Allowance.

## Safety Footwear Policy

### Employees

Comply with this Safety Footwear Policy and shall be responsible for those sections that address the use, maintenance, wearing of safety shoes, and complete required training.

Step	Responsibilities
1	Always wear appropriate footwear in foot hazardous areas. a. Sandals or other open-toe shoes are not permitted to be worn by employees working in laboratories, shops, or other job locations where glass, caustic or corrosive chemicals, or hot materials are used or handled.
2	Clean and store according to the manufacturer's specifications. a. Maintain protective footwear in good condition. b. Replaced when damage could affect its ability to provide protection. If in doubt, replace it. c. Damaged, lost, or stolen footwear unrelated to the employee's job will be replaced at the employee's expense.
4	Notify the supervisor/manager of concerns or problems with footwear.

### Assessment of Foot Hazards

To determine whether employees in the work area are at risk of receiving foot injuries, consider whether the feet of employees have reasonable potential of encountering the following. See **APPENDIX A. Foot Protection Hazard Assessment Form**

Step	Action
1	<b>Situations where carried or lifted items could drop.</b> a. Materials such as packages, objects, parts, or heavy tools, which could be dropped or other activities where objects might fall onto the feet.
2	<b>Use of power mowers, sweepers, floor sanders, or similar machines</b> a. Puncture hazards from sharp objects such as nails, wire, tacks, screws, staples, scrap metal, glass chips, etc. on the floor or ground.
3	<b>Use of equipment in handling heavy materials</b> a. Compression hazards such as from forklifts, front loaders, pallet jacks, lift gate trucks and skid trucks (manual material handling carts), 55-gallon drums, or heavy pipes all of which could potentially roll over onto the feet.
4	Staff working in chemical laboratories should wear enclosed footwear that is resistant to spills of hazardous substances.

## Safety Footwear Policy

### Safety Footwear Allowance

University of Wisconsin Eau Claire will offer a safety footwear allowance for full-time employees who purchase safety footwear when safety footwear is a required PPE.

Step	Action
1	<b>Classified staff:</b> Those classified employees serving probationary periods will be issued one pair of safety shoes initially.
2	<b>Unclassified staff:</b> All affected unclassified employees working on a regular full-time contract will be issued a pair of safety shoes. a. Special contract employees hired full-time for a period of one year.
3	<b>Student employees:</b> Those student employees working in job classifications covered by this policy will be afforded the same degree of protection as provided to classified and unclassified employees. a. Any method of foot protection other than prescribed safety shoes must be evaluated and approved by RMSS prior to issuance.
4	<b>Part-time and temporary part-time Employees:</b> Part-time and temporary part-time classified and unclassified employees will be afforded the same degree of protection as provided to full-time employees. a. Any method of foot protection other than prescribed safety shoes must be evaluated and approved by RMSS prior to implementation.
5	Footwear will not be replaced more frequently than once every 12 months from the date of the prior purchase, except in cases of documented on the job damage or deterioration.

### Subsidy for Footwear

All full-time and part-time employees whose work requires the wearing of protective footwear shall be eligible for subsidization. See **APPENDIX B. Safety Shoe Voucher**

Step	Action
1	Each supervisor shall determine who, by title and/or assignment, shall be included in the footwear program and type of footwear required.
2	<b>Purchase Allowance</b> Based on the type of safety-toe shoes required for various positions within the University, the IMMEDIATE DEPARTMENT shall pay up to the applicable amounts as show below: a. \$130.00 – Steel or Composite Toed Safety Shoes or Boots. <ul style="list-style-type: none"> <li>• Abrasion Resistant, Chemical Resistant, Impact and Compression, Oil Resistant, Electrical Hazard Protection, Heat Resistant, Water Resistant, and Puncture Resistant.</li> </ul>

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3	Regular full-time and part-time employees shall be eligible for the annual footwear subsidy of \$130.00.
4	The vendors will directly bill the department for the cost of one pair of safety or adequate footwear up to \$130.00 per employee per year. a. The employee will pay additional cost at the time of purchase.
5	Footwear purchased through this program is intended to be used for the University business - related work. a. The only time the University will consider buying an employee a new pair of footwear is if they are damaged directly because of an occupational "incident" in the workplace over which the employee had no control. b. The employee's supervisor and/or Office of Facilities will be responsible for making determinations relevant to replacement through this program.
6	New employees in these classifications shall be eligible for the one hundred thirty dollars (\$130.00) allowance after completion of their probationary period, and every January thereafter.
7	This voucher is <b>ONLY redeemable for Safety Footwear at the UW-Eau Claire &amp; UWEC - Barron County contracted vendors.</b> a. Please present the form to the store at the time of purchase. b. The voucher must be used within <b>30 days</b> after date of approval.
8	Classifications required to wear safety footwear: a. Heavy Equipment Operator b. Machinist Highway Laborer and automotive Mechanic II c. Heavy Vehicle & Equipment Technician d. Field Heavy Vehicle & Equipment Technician

### Selecting Protective Footwear

The selection of safety footwear is not limited to brand, vendor, or model provided that the vendor attests that the shoes meet **all** requirements of the current standard. See **APPENDIX A**. Foot Protection Hazard Assessment Form.

Step	Action
1	Safety shoes or boots must meet the current ASTM F 2413-18 or ANSI Z41 standard.
2	Synthetic footwear or rubber boots are required if the feet will contact chemical or biological hazards or a wet working environment.
3	Safety shoes with special non-conductive and insulating soles are required when electrical hazards are present.
4	Safety shoe shall be constructed of durable, water-proof, or water-resistant leather.
5	Safety shoe must grip the heel firmly.
6	Safety shoe must have a low, wide-based heel; flat shoes are recommended.



## Safety Footwear Policy

### Vendors

Step	Action
1	Reviews requirements with UW-Eau Claire's employee.
2	Informs employee of shoes available that meet requirements.
3	Assists employees in obtaining proper type and fit of foot protection.
4	Informs employees of allowance limit and, as applicable, informs employees of their responsibility for cost beyond the allowance provided. a. The vendor collects for cost above the limit from the employee.
5	Provide signature on form certifying shoes meets requirements specified on authorization form and agrees to the Condition of Sale, instructing the employee to return the original receipt to their department.
6	Redirects employee to other vendors when proper fit is unattainable.

### Inspection and Maintenance of Footwear

Step	Action
1	Check that the soles are free of cracks or holes, heels are in good condition, and soles and heels are firmly attached to the uppers.
2	Store footwear away from excessive heat or cold, dust, and chemicals and/or contaminated area.
3	Inspect the safety footwear regularly for damage. If damaged, replace the footwear.
4	Use a protective coating to make footwear water-resistant, if necessary.
5	Ensure electric shock resistance of footwear is in good condition.
6	Refer to manufacturer's instructions.

**Note:** Open-toed and high-heeled shoes are not permitted to be worn in laboratories or other workplaces where exposure to chemical, radioactive or biological agents can occur.

### Appendices

- A. [Foot Protection Hazard Assessment Form](#)
- B. [Safety Shoe Voucher](#)

### Related Information:

29 CFR1910.136, [Foot Protection](#)

UW-Madison Policy, [FPM Protective Footwear Reimbursement Policy](#)

## Safety Footwear Policy

### Administration:

#### Approval Details

<b>Approval Authority:</b>	29 CFR1910.136, <a href="#">Foot Protection</a> UW-Madison Policy, <a href="#">FPM Protective Footwear Reimbursement</a>
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<b>Date of next Review:</b>	The practice directive and procedure review should be scheduled annually from the approval date.

#### Revision History

Version	Revision Date	Description of changes	Author
1.0	08/03/2021	Procedure Established	Chaizong Lor
2.0	01/20/2023	Procedure Established	Chaizong Lor

#### Contact Person/Department

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