

## **SAFETY-TOE FOOTWEAR POLICY**

### **1.0 PURPOSE:**

To establish a policy for provision and utilization of Safety-Toe Footwear for all City employees whose duties expose them to hazards capable of causing foot and/or toe injuries.

### **2.0 ORGANIZATIONS AFFECTED:**

All Departments.

### **3.0 POLICY**

All City employees whose job activities expose them to foot hazards are required to wear safety-toe footwear. Departments and/or divisions will be responsible for determining those employees who are exposed to foot hazards. Where safety-toe footwear cannot be made immediately available, an exposed employee shall be provided with shoe guards or toe guards and shall wear them during scheduled work hours.

### **4.0 DEFINITION**

**“SAFETY-TOE FOOTWEAR”** means footwear intended to provide protection for the toes against external forces by the use of a protective toe box incorporated in the footwear that is capable of complying with the requirements of ANSI Z41 1991 Standard.

### **5.0 PROCEDURES**

5.1 Protective footwear worn by employees shall meet the standards set by the Occupational Safety & Health Act (OSHA) and the American National Standards Institute (ANSI) Z41 1991 Standard.

5.2 Employees required to wear safety-toe footwear have been identified by division and job classification.

5.3 Since footwear is considered a personal wearing apparel, the employee shall have a choice from selected styles and types of footwear.

5.4 The City shall pay a maximum dollar amount as set by each division head toward the purchase of one pair of safety-toe shoes each fiscal year.

5.4.1 All safety-toe shoes shall be purchased through payroll deduction, with the City paying up to the designated amount set by the division head, with the remainder deducted in a pre-determined amount from each paycheck.

- 5.4.2 Departments will be responsible for approving purchase of safety-toe shoes and for keeping a record of yearly individual purchases.
- 5.4.3 The City will only pay for safety-toe shoes purchased from approved vendors that are scheduled for visits on City premises.
- 5.5 Vendors will be scheduled for on-site visits at the Operations Center on a quarterly basis.
- 5.6 Employees hired between scheduled vendor visits will be allowed to order from vendor catalogs at the Warehouse.
- 5.7 Employees who leave the City's employment during their probationary period following the purchase of a pair of safety-toe footwear shall be responsible for reimbursing the City for its costs toward the footwear.
- 5.8 Employees shall be responsible for maintaining their safety-toe footwear. Any lost, stolen or abused footwear will be replaced at the employee's expense.
- 5.9 Employees who report to work without the proper safety-toe footwear, shall be suspended without pay for the day. Supervisors shall use their discretion in disciplining employees who repeatedly report to work without the proper footwear, up to and including termination.
- 5.10 Employees who are not able to wear safety-toe shoes for medical reasons must produce a doctor's certificate to the Safety and Health Office requesting exemption from this requirement.
- 5.11 Employees medically unable to wear safety-toe shoes will be required to wear metal caps (furnished by the City) over the toe of their work shoes during work hours.
- 5.12 Supervisors at all levels shall be responsible for insuring compliance with this policy.