

Personal Protective Equipment – Footwear

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1.0 POLICY

The Town of Carolina Beach is a place of business. Employees are expected to dress appropriately for the job being performed. All employees who are exposed to hazards during the normal course of duty are required to wear protective equipment.

2.0 PURPOSE

The Town of Carolina Beach is committed to a work environment that is as safe as possible for its employees and complies with the Occupational Safety and Health Act (OHSa) by requiring approved protective equipment for certain jobs with exposure to hazards.

3.0 SCOPE

This policy applies to all employees.

4.0 DEFINITIONS

- **4.1 Personal Protective Equipment** - Personal Protective Equipment (PPE) is defined as devices worn by the worker to protect against hazards in the work environment. Examples of PPE can include gloves, safety shoes, safety eye wear, hard hats, hearing protectors and respirators.
- **4.2 Foot Hazard** - Any hazard that creates a danger of foot injuries due to rolling or falling objects, objects piercing the sole, or where there is a potential to be exposed to an electrical hazard.
- **4.3 Protective Footwear** - Footwear that meets the requirements of the American National Standards Institute (ANSI Z41-1991) as referenced by the Occupational Safety and Health Act (OSHA).

5.0 ORGANIZATIONAL RULES

- 5.1 It is an employee's responsibility to wear safe and acceptable protective footwear if his job requires it. To assist the employee, the Town will furnish at least one pair of shoes each fiscal year to each employee exposed to foot hazards.
- 5.2 Departments/divisions will be responsible for designating those employees who are exposed to foot hazards.
- 5.3 Where personal protective footwear cannot be made immediately available, departments will provide exposed employees with rubber boots with steel toes, shoe guards or toe guards. Employees must wear this footwear during periods of exposure until they obtain their own personal protective footwear.
- 5.4 Departments/divisions will designate the style and type of protective footwear an employee is to wear. The Town considers footwear highly personal apparel and desires that departments and their employees have a choice available, within ANSI Z41-1991 guidelines, when selecting the footwear to be worn.
- 5.5 Since it would be too confusing and prohibitive time-wise to have employees go to a vendor's location on their own time to select their shoes, the Town will select

shoe vendors to come to the Town. Shoe mobiles will be scheduled to come to Town locations at least annually.

- 5.6 Where the employee elects to wear the protective footwear designated by the department/division, the Town will pay the entire cost of the established cost (including tax) of the footwear.
- 5.7 Employees may purchase protective footwear from the Town's contractor other than the Town price-point selected item, provided the contractor agrees. The footwear must meet the requirements of the job being performed by the employee and be approved by the department/division.
- 5.8 If the cost of the approved footwear selected by the employee exceeds the Town price-point selected shoe, the employee will be responsible for paying the contractor the difference in cost. It is the employee is responsible to replace the shoe if it fails prematurely for reasons other than excessive job related wear and tear, or a manufactures defect.
- 5.9 Employees may purchase footwear from sources other than the Town's contractor, provided it meets the ANSI standard referenced by the most current OSHA Standard (29 CFR 1910.136) for protective footwear. Such transactions will be considered completely private and the Town will not participate in the cost of the footwear. In these cases, departmental supervision will be responsible for ensuring that the footwear purchased meets OSHA requirements.
- 5.10 Employees furnished footwear must remain employed six months in any capacity to receive the footwear at no cost. Should employment terminate for any reason prior to this time, the employee will be responsible for reimbursing the Town for the full amount paid by the Town for the footwear. Employees who have completed six months of continuous service at the time they receive the footwear will have satisfied this requirement.
- 5.11 Each employee is responsible for maintaining the footwear furnished to him.
- 5.12 Employees who report to work without appropriate protective footwear are subject to corrective action up to and including termination.

6.0 PROCEDURES

- 6.1 Departments will develop a list of employees whose job hazards require the wearing of protective footwear. The list should be made available to the Safety Officer, who will coordinate the visit of an on-site mobile shoe vendor.
- 6.2 Shoe mobiles will be scheduled to come to Town locations at least annually.
- 6.3 If an employee wishes to select a shoe that exceeds the annually established amount authorized for shoe purchase, the employee may purchase the more expensive shoe; however, he will be required to pay the vendor the difference in price and taxes.
- 6.4 For problems with shoes, employees should direct any complaints to the vendor who sold them the shoes.
- 6.5 To prevent inappropriate returns, the Town has instructed vendors not to accept the return of any shoes for cash, but they will credit the Town or provide exchanges.
- 6.6 In cases where the employee indicates he is unable to wear protective safety footwear due to medical problems or poor fitting, the department will notify the Safety Officer. Exceptions to these rules for bona-fide medical reasons will be considered on a case-by-case basis and require the involvement of the Human Resources Director and the approval of the Town Manager.

7.0 APPENDIX, APPENDICES

None