



FOOTWEAR SELECTION AND PROCUREMENT PROCEDURE

PURPOSE

This document is intended to provide guidance to supervisors and employees when determining whether certain work activities present a risk of foot injury and what type of protective footwear may be required.

The Washington Industrial and Safety Health Act (WISHA) rules make it mandatory for employers and supervisors to eliminate hazards at their source whenever feasible. When elimination is not possible or practical, employers must require their workers to wear the appropriate personal protective equipment (PPE). When selecting PPE, supervisors should work with their employees to review the job tasks, conduct a Job Safety Analysis (JSA) and select the appropriate PPE.

EMPLOYEE RESPONSIBILITY

Employees are responsible for participating in the completion of a JSA(s), safety trainings and meetings, adhering to all PPE requirements for specific tasks including but limited to proper footwear and ensuring a proper fit when selecting protective footwear. Employees shall regularly inspect protective footwear for damage and replace worn or damaged footwear.

Eligible full-time and part-time employees are employees within the classifications identified in the WFSEHE CCC collective bargaining agreement. Eligible employees will receive a biennial allowance of up to \$200.00. The footwear allowance is not considered a taxable fringe benefit. The footwear allowance must be used to purchase safety footwear based on a previously conducted (JSA) and best personal fit.

Before a purchase is made, eligible employees must first complete a Footwear Purchase Form with their supervisor, indicating their preferred purchase method. Eligible employees may choose one of the following purchase methods:

- Eligible employees may make a purchase at a store of their choosing and submit their receipt along with the Footwear Purchase Form to their supervisor for reimbursement,
- Eligible employees complete the Footwear Purchase Form with their supervisor and identify the shoe they want purchased online and Human Resources will make the purchase on their behalf, or;
- Eligible employees may obtain a purchase voucher from their supervisor to be used at a pre-selected shoe supplier. The employee must submit a receipt from the shoe supplier to their supervisor along with the Footwear Purchase Form.

Eligible employees may choose to purchase more than one pair of protective footwear using their allowance. However, the employee will only be reimbursed for the purchase price up to the \$200.00 limit for all purchases including taxes, shipping and fees. Human Resources and Finance will collaborate to track footwear purchases and the \$200.00 biennial allowance.

The selection of protective footwear is not meant to be limited to a specific brand, or model provided the footwear meets all JSA requirements.

SUPERVISOR RESPONSIBILITY

The supervisor must work closely with their employee to determine what hazards exist for each major work task when completing the JSAs and ensure employees participate in training provided for proper selection and use of footwear. Supervisors shall follow the steps below:

- Conduct Job hazard Analysis (JSA) of tasks requiring personal protective equipment (PPE) in conjunction with your employees.
- Identify foot injury hazards and recommend the appropriate protective footwear to be worn.
- Ensure all employees participate in PPE training before the task is completed and annually thereafter.
- Supervisors must ensure the proper footwear and other PPE is being worn by each employee during the assigned task.
- The Supervisor will verify that the purchased footwear adequately mitigates the hazard it was selected for.
- The supervisor will meet with the employee to complete a Footwear Purchase Form. The supervisor will keep a copy of the Footwear Purchase Form for their records and provide a copy to their employee.
- The supervisor will collect receipts from employees who purchase protective footwear on their own and submit the receipt and Footwear Purchase Form to the Finance Office for reimbursement; or, provide employees a voucher to purchase footwear at a pre-designated shoe supplier and collect the receipt of purchase from their employee and submit the receipt and Footwear Purchase Form to Finance for record; or, send the employee with the completed Footwear Purchase Form to Human Resources for assistance with purchase.

CONTRACTOR & STUDENT EMPLOYEE RESPONSIBILITY

- Participate in safety trainings for protective footwear.
- Provide and wear protective footwear that meets all JSA requirements for their assigned task at their own expense.
- Adhere to safety footwear requirements listed on relevant JSAs while working.

APPENDIX A

FOOTWEAR SELECTION TOOL

Job Classification	Category #1
Required Footwear	<i>Work shoes (closed toe) with a non-slip sole.*</i>
Classifications	Cooks Custodians Food Services Workers, Worker Leads, supervisors and Managers Security Guards, Campus Security Officers, Sergeants and Safety Supervisors

Job Classification	Category #2
Required Footwear	<i>Work boot (closed toe) with a non-slip sole that has puncture protection sole with Grade 2 protective toe (with a 1/75 ASTM rating). *</i>
Classifications	Building and Grounds Supervisor Control Technicians Facility Operation Maintenance Specialists Grounds and Nursery Specialists HVAC Technicians Maintenance Custodians, Specialists and Mechanics Painters and Painter Leads Warehouse Workers and Equipment Operators Utility Workers

Job Classification	Category #3
Required Footwear	Work boot (closed toe) with a non-slip sole that has puncture protection sole with Grade 2 protective toe (with a 1/75 ASTM rating) and is <i>electric shock resistance.</i> *
Classifications	Electricians and Electrician Leads Utility Workers (electrical)

Job Classification	Category #4
Required Footwear	Work boot or shoe (closed toe) with a non-slip sole that is chemical resistance.*
Classifications	Environmental Health and Safety Worker

***This document serves as general guidance for the selection of safety footwear. All protective footwear should meet the requirements outlined in an employee’s Job Safety Analysis (JSA).**