



SUBJECT: FOOT PROTECTION

PURPOSE: To provide and maintain safe and healthful working conditions under Title 8, OSHA Regulations for those employees working in hazardous areas.

GENERAL POLICY:

These operating practices safeguard employees, resulting in safe working conditions and efficient operations. Designated employees shall be entitled to replace safety shoes every twelve (12) months. Should an employee's work render the shoes ineffective for purposes of foot safety in a period of time less than twelve (12) months, the employee may request replacement from his/her department head or designee.

PROVISIONS:

1. Footwear which is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injury shall not be worn.
2. Each department or division will be responsible for maintaining records of foot protection purchases.
3. Protective footwear shall be worn by specific personnel at all times while performing their job duties.
4. Protective footwear can be ordered through the City's vendor up to \$250.
5. More than one pair of protective footwear can be purchased at one time or within the twelve (12) month period and up to \$250 (for both pairs) with the approval of his/her department head or designee.
6. Individuals who wish to purchase protective footwear from vendors not on the City list may do so under the following criteria:
 - a. Footwear must meet the required protection for the job classification (see below);
 - b. Footwear must meet protective footwear standards Z41 per OSHA Regulations (Steel toe, puncture resistant, water resistant, above the ankle);
 - c. Submit the sales receipt along with the proof of protective

protection required for that job classification;

d. The City will reimburse up to \$250 for protective footwear with the approval of his/her department head or designee.

7. Required protective footwear by job classification:

Field personnel (e.g. Public Works, Water, Community Development) and other job classifications working in hazardous areas as determined by the City Manager or designee.