

**POLICY**

Effective Date: 06/27/01

Approved By: Director of Facilities Management

Replaces: 99-2

See Also:  
WAC 296-24-088  
WAC 296-155-212  
WWU Safety Program

**POL-5700.03 PROVIDING AND WEARING PROTECTIVE FOOTWEAR**

***This policy applies to all Facilities Management employees when working in areas where there is a danger of foot injuries or a potential of slipping.***

**1. FM Employees Must Wear Substantial Footwear as Minimal Level of Protection**

All Facilities Management (FM) employees who are exposed to foot injury or hazards of slippage shall wear appropriate footwear as identified by WAC and ANSI regulations, and by the standards outlined in the university's Personal Protective Equipment (PPE) program.

As a minimum level of personal safety, all Facilities Management employees must provide and wear *substantial footwear* when working in areas where there is a danger of foot injuries or a potential of slipping.

The considerations for *substantial footwear* are as follows:

- The uppers of such footwear shall be made of leather or other equally firm material
- The soles and heels of such footwear shall be of a material that will not create a slipping hazard.
- Footwear shall not have deteriorated to a point where it does not provide the required protection.
- Traditional tennis shoes, shoes with canvas tops, thin or soft soled athletic shoes, open toed sandals or slippers do not qualify as substantial footwear

**2. FM Will Provide Safety Footwear to Satisfy PPE Requirements**

Facilities Management will provide (up to established funding limits) the required safety footwear that meets WAC and ANSI regulations to all permanent employees requiring protective footwear that exceeds the minimum requirements of *substantial footwear* according to FM's PPE program.

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The provided safety footwear:

- will be the property of Facilities Management
- will be for the exclusive use of the designated employee
- will be properly fit for employee comfort, with reasonable accommodation made for special requirements
- will not be worn for personal use (other than to and from work).

FM will provide employees with a selection of appropriate protective footwear from which to make an individual choice. The provided footwear will be assigned to the designated individual and replaced every two years (or earlier if footwear is defective or fails to comply with regulations). The provided footwear may be permanently marked to indicate conformance with safety requirements

Temporary employees of the University will not receive the benefit of FM furnished footwear. However, as a condition of employment, temporary employees will provide and wear the proper footwear as identified in the PPE program.

### **3. FM Supervisors Identify the Need for Protective Footwear and Ensure Compliance**

As part of their workplace hazard assessment, Facilities Management Supervisors will identify the footwear protection required (according to ANSI, WISHA & PPE Program guidelines) for related trades, tasks, and personnel.

FM supervisors are responsible for the application and enforcement of this policy, including regular inspections as necessary to ensure compliance.

FM supervisors may direct certain FM employees to wear approved toe caps in lieu of safety-toe footwear.

FM supervisors may direct any FM employee performing a task without the required protective footwear to stop work activity and not be allowed to continue task until properly protected.

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#### **4. FM Employees May Provide Their Own Protective Footwear**

Any permanent FM employee, who chooses not to use the FM provided protective footwear, may furnish their own protective footwear that conforms to all applicable regulations. Facilities Management will not reimburse the employee for any personally provided protective footwear.

FM employees, who provide their own personal protective footwear, will furnish their supervisor with documentation indicating the footwear conforms to the appropriate ANSI standard for their work tasks. The supervisor will record this conformance and may make a permanent marking on the footwear, which at the discretion of the supervisor may include color marking or branding.

#### **5. Memorandum of Understanding Documents Applicable Limits and Options**

*A Memorandum of Understanding*, with acknowledgement by FM Management and affected Labor Bargaining Unit Representative(s), will accompany this policy, and will identify applicable funding limits and the options available to employees for selecting provided footwear.

The acknowledged understanding will remain in-force until rescinded by subsequent memorandum.

#### **6. Excerpts of Related Regulations:**

##### WAC 296-24-088, Occupational Foot Protection

- (1) General requirements. Each affected employee shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole and where such employee's feet are exposed to electrical hazards.
- (2) Criteria for protective footwear.
  - a. Protective footwear purchased after February 20, 1995, shall comply with ANSI Z41-1991, "American National Standard for Personal Protection – Protective Footwear," which is incorporated by reference, or shall be demonstrated by the employer to be equally effective.

##### WAC 296-155-212, Foot Protection

- (1) Substantial footwear, made of leather or other equally firm material, shall be worn by employees in any occupation in which there is a

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danger of injury to the feet through falling or moving objects, or from burning, scalding, cutting, penetration, or like hazard.

### WWU Safety Program – Personal Protective Equipment (PPE)

Washington State Department of Labor and Industries standard WAC 296-24-0751 requires the use of personal protective equipment to protect the body from absorption, inhalation and physical contact hazards having the potential to cause injury or impairment. This standard mandates that WWU conduct certified assessments of all workplaces to determine if hazards are present, or likely to be present, which necessitate the use of personal protective equipment (PPE).

Personal protective equipment is provided by the organizational unit in accordance with union contracts and other University agreements. It is used when workplace hazards are not eliminated or controlled by engineering controls (i.e., guards, ventilation) and/or administrative controls (i.e., job rotation, work practices).

Foot protective equipment should be routinely considered for occupations such as, but not limited to, carpenters, electricians, machinists, mechanics, plumbers and pipefitters, dry wallers, welders, grounds-keepers, shipping and receiving clerks, warehouse workers, and employees using chemicals.