

PROCEDURE

Effective Date: 07/06/07
 Approved By: Director of Facilities Management
 Revised: 04/23/12
 Approved By: Director of Facilities Management

See Also WWU Safety Program

PRO-5700.03A PROVIDING AND WEARING PROTECTIVE FOOTWEAR

Action by:

Action:

Resource Management

1. **Provides** approved vendors with the Pcard number to keep on file for charging approved protective footwear purchases. **Notifies** vendor that each footwear purchase charged to the Pcard is limited to the currently approved maximum authorization level of \$140.00.

FM Employee

2. **Contacts** his/her supervisor and **requests** protective footwear. If Supervision determines that a permanent employee requires protective footwear that exceeds the minimum requirements of substantial footwear according to POL-5700.03 – 1, the permanent employee is authorized one pair of boots every two years unless the FM Supervisor, after inspecting the requesting employee's safety shoes, feels the safety shoes are no longer safe for the employee to use on the job. Temporary employees are not authorized to purchase safety shoes under this procedure but are required to provide appropriate safety shoes for the job.

FM Supervisor

3. **Reviews** Workplace Hazard Assessment (or **conducts** a Workplace Hazard Assessment as per the WWU Safety Program) for Personal Protective Equipment (PPE) appropriate to the task(s) performed by employee.
4. **Determines** the protective footwear hazard protection required:
 - Toe Protection
 - Slip Protection
 - Chemical Protection
 - Weather Protection
 - Ankle Protection
 - Puncture Protection
 - Electrical Protection
 - Other Protection
5. **Determines** if FM Employee is eligible for FM provided protective footwear in accordance with POL-5700.03.
6. **Completes** the 3-part Safety Shoe Record Form [FM/A18] by checking required hazard protection boxes, **signs** the

PROCEDURE

Action by:

Action:

form, **retains** the pink copy as a follow-up record, and **gives** the white and yellow copies to FM Employee.

NOTE: Safety Shoe purchases from Shop PCards are not authorized.

FM Employee

7. **Takes** supervisor approved Safety Shoe Record Form to an authorized vendor (currently Whistle Workwear, Red Wing, and Yeager's). These vendors have been pre-qualified to accept the Safety Shoe Record Form.
8. **Selects** appropriate protective footwear and **gives** the white copy of the Safety Shoe Record Form to the vendor in lieu of cash payment. **Writes** "OK to Pay" on the vendor's sales receipt (indicating they are satisfied with the safety shoes) and signs and dates the Sales receipt.
 - If the total cost (including tax) exceeds the approved \$140.00 funding limit, FM Employee will pay the difference directly to the vendor.
9. **Returns** yellow copy of Safety Shoe Record form along with the signed and dated vendor's sales receipt(s)/invoices to the FM Supervisor.

FM Supervisor

10. **Collects** the yellow Safety Shoe record form and sales receipt/invoice documents from FM Employee. **Validates** that the purchase meets the FM approved Safety Shoe Purchase Policy. **Writes** "OK to Pay" on the employee-returned yellow Safety Shoe Record form and **signs** and **dates** the form.
11. **Provides** the yellow copy of the Safety Shoe Record form and associated receipt/ invoice to RM staff for processing payment to vendor.

Resource Management

12. **Receives** from FM Supervisor completed/ authorized yellow Safety Shoe Record form and associated sales slip/ invoice.
13. **Review** and **reconciliation** by RM staff of footwear purchases based upon return of the approved Safety Shoe Record form and associated sales slips/ invoices.

PROCEDURE

Action by:

Action:

14. **Approval** by RM manager of reconciled and reviewed PaymentNet entries.
15. **Maintains** file of safety shoe purchase forms and an Excel worksheet documenting shoe purchases by individual FM employees. Excel worksheet is located on the I:Drive in the Shops Folder under the All Shops Information file.

NOTE: If the FM Employee is unable to get the proper protective footwear through any of the pre-qualified safety shoe vendors, the following procedures will be followed:

- | | |
|---------------|--|
| FM Employee | 1. Notifies his/her supervisor if unable to select protective footwear that satisfies the necessary requirements and provides a comfortable fit through any of the pre-qualified safety shoe vendors. |
| FM Supervisor | 2. Authorizes the employee to purchase the protective footwear from a vendor of their choice, as long as the footwear will provide the hazard protection required as indicated on the previously approved supervisor-signed 3-part Safety Shoe Record Form [FM/A18]. |
| FM Employee | 3. Purchases qualifying protective footwear with personal funds and obtains and completes a Reimbursement Form from FM Admin Services. Submits to his/her supervisor the completed WWU Reimbursement Form along with the original purchase receipt. (Follow WWU policy U5348.12 and WWU procedure U5348.12A.) |
| FM Supervisor | 4. Inspects the purchased protective footwear to determine they will satisfy the hazard protection requirement(s). Approves purchase, signs WWU Services/ Reimbursement form and forwards paper work to Purchasing (applies to all reimbursement requests over \$75.00). The safety shoe approved reimbursement limit is \$140.00. |
| | 5. Provides RM with supervisor approved yellow copy of Safety Shoe Record and copies of sales receipts/invoices and WWU Services /Reimbursement form. |

PROCEDURE

Action by:

Resource Management

Action:

6. **Receives** from shop supervisor authorized Safety Shoe Record form, associated sales slip/invoice(s) and copy of the Reimbursement Form. **Updates** safety shoe worksheet.