SAFETY AND HEALTH PROGRAM

Protective Footwear Program

1.0 PURPOSE

The purpose of this safety program is to protect OPP employees from foot injuries, and to comply with OSHA Regulations.

2.0 SCOPE

This program applies to any OPP employee who performs maintenance or construction type work, or regularly visits any OPP job sites and shop areas where maintenance or construction type of work is performed.

3.0 ELIGIBILITY

All technical service and staff employees are required to wear good supportive work shoes to work. Open toed sandals and shoes are not permitted in shop areas, on job sites, or anywhere where work is being performed. The following groups have PPE Hazard Assessments that have identified the need for ANSI approved safety shoes and are required to wear ANSI approved safety shoes.

Utility Services
Renovation Services
Central Services Trades
Grounds and Landscape
Service Garage
Area Maintenance
Environmental Systems
Custodial Services (gr 9)

*Note: If a Grade 10 custodian is doing a temporary transfer (TT) to another position that does require safety shoes, then safety shoes will be mandatory under this program and therefore eligible for the cost sharing.

4.0 BACKGROUND

The OSHA regulation for foot protection, 1910.136, incorporates by reference ANSI Z41-1991, American National Standard for Personal Protection-Protective Footwear. The ANSI standard establishes guidelines to significantly protect against the following hazards:

- Falling and rolling objects
- Objects piercing the sole
Personal Protective Equipment (PPE) hazard assessments have been performed for all jobs and have identified the need for foot protection to protect against hazards and injuries. These include injuries from punctures, crushing, sprains, and lacerations, and also from slips, trips, and falls. Foot/ankle pain and fatigue have been shown to contribute to other injuries. In addition to engineering away potential hazards e.g., pedestrian walkways through shops, good housekeeping, etc., it is important that employees wear the appropriate footwear for the tasks that they perform.

For groups that are not required to wear ANSI approved safety shoes, appropriate footwear is still required and should be constructed of heavy, cut-resistant material with soles designed to protect against puncture, slipping, and exposure to chemical or electrical hazards.

5.0 ELEMENTS

The following guidelines have been established for the Office of Physical Plant Protective Footwear Program.

1. OPP will pay 50% of the cost up to $75 for one pair of ANSI approved safety shoes per calendar year. In order to be eligible for this cost sharing, the employees’ hazard assessment must indicate that safety shoes are required for the job.
2. Participation in this program shall be mandatory for all employees whose PPE hazard assessment indicates protective footwear is needed.
3. Managers of staff employees who frequent job/construction sites will determine which of their staff employees will be eligible for the cost sharing.
4. Wage payroll employees are not eligible for the cost sharing; however, they will continue to be required to wear appropriate footwear including ANSI safety shoes for the jobs they perform.
5. OPP will contract with a “safety shoe” company to supply and manage the procurement program including bringing a “shoe mobile” to OPP for selection and fitting on an as needed basis. Also, ANSI or ASTM approved safety shoes can be purchased anywhere, and the receipt and safety toe tag turned into the administration staff support for your area to receive reimbursement (50% of cost up to $75.00).
   - All footwear eligible for cost sharing must be ANSI approved safety footwear.
   - Participants must select footwear appropriate for the tasks they are performing at OPP.
   - Eligible employees will be given up to 30 minutes of work time to visit the “shoe mobile” for fitting and selection when it is on campus.

6.0 RESPONSIBILITIES
6.1 Employee
1. Wear appropriate footwear for the work they perform.
2. Keep and maintain safety shoes in good condition.
3. Wear the appropriate footwear as indicated by the PPE Hazard Assessment for the job.

6.2 Supervisor Responsibilities
1. Authorize purchase of protective footwear for those employees performing work which requires them.
2. Wear safety shoes when visiting jobsites, or areas where work is being performed.
3. Enforce this Protective Footwear Program.

6.3 Manager Responsibilities
1. Wear appropriate footwear when visiting job sites.
2. Provide funding for safety shoes for all employees that are required to wear them.
3. Hold Supervisors accountable for enforcing the program requirements.

6.4 Safety Coordinator Responsibilities
1. Evaluate and revise this program as needed
2. Maintain PPE Hazard Assessments
3. Assist in the selection of appropriate footwear.
4. Ensure PPE hazard assessments are completed for all jobs, and are maintained in accordance with OSHA regulations.

6.5 Unit Administrative Assistant
1. Ensure paperwork submitted for reimbursement is complete – all signatures have been obtained, budget and task number assigned, and original receipt and tags provided.
2. Retain original receipt on file in the event and employee needs to return/exchange shoes due to a defect.