

Lake County Department of Utilities

Document Number:	G-SF-0000-0003
Issue Date:	02/03/06
Revision Number:	1
Revision Date:	04/07/09
Written By:	Scott Cole
Bradshaw, Dave	
Long, Gary	
Martin, Rick	
Saari, Al	
Sumrada, Jack	

Title: Safety Shoe Program Guidelines

PURPOSE:

To protect employees who routinely work with heavy objects that when dropped could cause potential foot injury and to prevent slips and falls when working on slippery or wet walking surfaces. This program is also established to help prevent the transmission of pathogens for wastewater employees.

SCOPE:

This program applies to all full time inspectors, solid waste operators, wastewater employees, service center employees and any other employee as determined through a JSA.

RESPONSIBILITIES:

It is the responsibility of all Department employees to understand the guidelines and to wear the protective footwear during working hours as a part of their uniform.

DEFINITIONS:

- 1.1 Safety Shoes – A boot or shoe which complies with ASTM 75, "Standards for Personal Protection - Protective Footwear." The boot or shoe must have either a steel toe or a composite toe and can have a metatarsal guard for extra foot protection.

PROCEDURE:

- I. A risk assessment based on OSHA standards has been completed to determine affected employees.

Lake County Department of Utilities

- II. Those affected employees are required to wear safety shoes during all working hours and safety shoes are therefor considered a part of the uniform.
- III. Effected employees consist of:
 - A. Solid Waste Operators
 - B. All Wastewater Maintenance and Operational Employees (excluding administrative personnel)
 - C. All Inspectors
 - D. Water Maintenance and Operational Personnel (excluding administrative personnel)
- IV. An annual allowance of \$80.00 will be given to each employee included in this program.
 - A. The allowance must be used to purchase safety shoes and only safety shoes.
 - 1. The safety shoes may only be purchased from an approved vendor.
 - a) Approved vendors include the Red Wing Shoe Store in Wickliffe and Safety Solutions Shoe Mobile or catalog order.
 - B. Shoe Trucks from each vendor will be brought onsite once per year.
 - 1. Employees wishing to purchase shoes directly from the Red Wing Shoe Store in Wickliffe must request a Shoe Purchase Order Form from the Department Safety Manager prior to going to the store.
 - 2. Employees wishing to purchase shoes directly from the Safety Solutions Catalog must contact Keith Marland at (800) 232-7463 and identify themselves as a Lake County Department of Utilities employee and provide their employee identification number.
 - C. All purchased safety shoes shall comply with ASTM F2413-05 and ANSI Z41-1991, "American National Standard for Personal Protection - Protective Footwear." And must be one of the following:
 - 1. Steel Toe Shoes
 - 2. Composite Toe Shoes
 - 3. Metatarsal Guarded Shoes
 - D. Employees must provide their Department photo ID to the vendor to receive their allowance.
 - 1. All employees responsible for electrical repairs and/or maintenance must select an electrical rated (EH) safety shoe.
 - E. The employee will be responsible for the remaining balance if the allowance is not sufficient enough to pay for the entire purchase of the selected shoes.
 - F. The employee will not receive any remaining balance if the allowance is not spent in its entirety.
 - G. Any remaining balance cannot be carried over from year to year.
 - H. The shoe allowance must be spent by the end of October of each year.
 - 1. Any allowance not used after the end of October will be lost.
- V. Employees are responsible for the care and storage of their safety shoes.
 - A. Employees will be responsible for replacing safety shoes if they are lost, damaged or stolen.
- VI. Employees are responsible for the return of any shoe to the vendor and/or manufacturer.