Performance Standards and Best Practices

Release Date: June 10, 2004

To: All Facilities Services Employees

From: Kathleen Schedler
Associate Vice Chancellor for Facilities

Subject: Safety Shoes
Number: 013

Safety protective footwear [safety shoes] are a required piece of personal protective equipment for those jobs identified by the Job Hazard Analysis Manual [located on the “M” drive: \m:\swapmeet\rmiller\Hazard Analysis Manual.doc] and any tool/equipment manufacturer’s operating manual that identifies risk potential(s). Employees are required to purchase and wear appropriate safety shoes while performing those jobs which create or have the potential of creating a situation where an injury could occur to employees’ feet. Specifically, where any object handled would possibly cause injury if dropped or rolled over feet, safety shoes must be worn. Employees’ supervisor will use the information from the Job Hazard Analysis Manual and any tool/equipment manual to determine frequency and need for safety shoes. The required frequency and need may be so great, and work efficiency may warrant, safety shoes be worn continuously while performing their duties. Supervisors will notify employees, in writing, of the requirement to wear safety shoes, whether continuously or while performing specific tasks.

Supervisors will provide employees with information necessary to ensure that the safety shoes to be purchased meet the American National Standards Institute (ANSI) Z41-1999 standard as required by the Occupational Safety and Health Administration (OSHA) and 29 CFR 1910.136. The FS Safety Officer can assist by reviewing and applying the Job Hazard Analysis with supervisors.

Upon notification by their supervisor and purchase of the proper safety shoes, employees will be reimbursed up to $100 towards the purchase price of one pair of appropriate safety shoes in each fiscal year. Employees will need to complete a “UAF Facilities Services Employee Application for Prescription Eyewear and Safety Shoes” form with the purchase receipt to their supervisor who will certify that appropriate safety shoes were purchased. It will then be processed for reimbursement. Upon prior approval, an exception may be made for employees who require additional reimbursement within the same fiscal year for safety shoes which are no longer serviceable due to work-related wear and tear or excessive use/damage. Replacement of lost, destroyed, or damaged safety shoes within a fiscal year will be at the expense of the employee unless there is clear evidence of the university’s sole responsibility for the loss, destruction, or damage to the safety shoes.
Employees required to wear safety shoes must purchase and begin wearing appropriate safety shoes no later than June 21, 2004. Failure to obtain and wear the required safety shoes, as with any other required personal protective equipment (PPE), will warrant progressive disciplinary action, up to and including termination.

Attachment: MOU between the University of Alaska and Local 6070
MEMORANDUM OF UNDERSTANDING

Between the

UNIVERSITY OF ALASKA

And

ALASKA HIGHER EDUCATION CRAFTS & TRADES EMPLOYEES
LOCAL 6070, AFL-CIO

Whereas, certain University employees may be required by applicable federal or state safety regulations to wear approved safety footwear, but said footwear is not required by law to be provided by the University, and,

Whereas the University and Local 6070 agree that it is mutually advantageous for the University to provide financial assistance to employees required to wear said footwear, therefore

It is agreed and understood by and between the parties that the following constitutes a full and final policy regarding the financial assistance to be provided by the University for the above referenced protective safety footwear.

1. Bargaining unit members, who can demonstrate a valid need for safety shoes or boots and with the concurrence of the bargaining unit member’s supervisor, or as may be required by applicable safety standards and codes, will be reimbursed for the cost of the shoes or boots up to $100 maximum.

2. Request for reimbursement of safety shoes or boots shall be made on the appropriate University provided form and supported with proper documentation of cost.

3. The bargaining unit member will be informed in writing of any safety requirement to wear safety shoes.

4. Bargaining unit members informed in writing of any safety requirements to wear safety shoes that must work in sub 0 temperatures and do not have appropriately insulated shoes may substitute OSHA approved metatarsal guards. Guards may be provided by the University.
5. Bargaining unit members who qualify for this reimbursement can only use it once in a fiscal year, or must prove that previously reimbursed footwear is no longer serviceable and of no practical use at work.

6. Replacement of lost, stolen, destroyed, or damaged footwear within a fiscal year will be at the expense of the bargaining unit member unless there is clear evidence of the university's sole responsibility for the loss, destruction, or damage to the safety shoes or boots.

This Memorandum of Understanding shall be in force for the duration of the Collective Bargaining Agreement between the University of Alaska and Alaska Higher Education Crafts and Trades Employees, Local 6070 dated January 01, 2004 through December 31, 2006.

FOR THE UNIVERSITY OF ALASKA  

FOR AHECTE Local 6070

[Signatures]

[Date] 6 May 2004  
[Date] 3.28.04