



Facilities Services

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Performance Standards and Best Practices

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To: **All Facilities Services Employees**

From: Scott Bell
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 may purchase safety shoes. Please see current CBA for procedure and reimbursement amount. The CBA is located at <http://www.alaska.edu/labor/local-6070/>. 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.