Safety-Toe Footwear

PURPOSE
This section describes procedures for obtaining safety-toe footwear for permanent employees routinely exposed to impact/compression hazards. The section also discusses measures for ensuring that temporary employees and students either have or are provided with required foot protection.

FOOT PROTECTION
The employing department should consider safety-toe footwear for occupations such as, but not limited to, carpenters, machinists, mechanics, plumbers, pipefitters, drywallers, welders, groundskeepers, shipping and receiving clerks and warehouse workers.

The amount of funding for the purchase of safety-toe footwear is at the discretion of the unit chair or director.

Assessment
The supervisor conducts and documents a hazard assessment to identify exposed employees (see SPPM 3.10).

Routine Exposure
The employing department provides a pair of safety-toe footwear to each permanent employee identified as being routinely exposed to foot impact/compression hazards.

Infrequent Exposure
The employing department provides detachable safety-toe guards to employees infrequently exposed to foot impact/compression hazards.

The employing department checks out safety-toe guards to employees who are expected to be exposed to foot hazards.

Hazard Evaluation Assistance
Environmental Health and Safety (EH&S) can assist supervisors and employees with:

- Evaluating foot impact/compression hazards.
- Determining if safety-toe footwear is required.

PURCHASING

Purchasing Options

| Facilities Services, Operations |

Facilities Services, Operations schedules a mobile shoe service provided by a major shoe vendor. This service is available only on the WSU Pullman campus.

| The shoemobile visits the WSU Pullman campus semi-annually. Scheduled visits from the shoemobile vendor are advertised in advance of the visit. |
Facilities Services (cont.)

Training

A supervisor-approved Interdepartmental Requisition and Invoice (IRI) must be presented at the time of fitting.

Environmental Health and Safety
509-335-3041

Other Vendors

Employees at locations other than WSU Pullman may purchase safety-toe footwear from a vendor of their choice during nonwork hours.

WSU Pullman employees not wanting to select safety-toe footwear from the shoemobile may also purchase safety-toe footwear from a vendor of their choice during nonwork hours.

Employees obtaining safety-toe footwear in this manner purchase the footwear and submit documentation to the employing department for reimbursement.

The documentation includes all of the following:

- A State of Washington Invoice Voucher (see Figure 1 and BPPM 30.45 for form).
- The original receipt.
- Proof that the footwear meets the minimum specifications listed below, e.g., the label or receipt.

The employing department processes this as a Confirming Purchase (see BPPM 70.20).

TEMPORARY EMPLOYEE AND STUDENT

PROTECTION

- Safety-toe footwear as a condition of employment or course work
- The use of detachable safety-toe guards provided by the department on a check-out basis. See Infrequent Exposure.

SPECIFICATIONS

The type of safety-toe footwear (e.g., safety boots, safety shoes) required is based on the hazard assessment conducted by the supervisor.
Safety-Toe Footwear

SPECIFICATIONS (cont.) Contact EH&S for assistance in determining the type of safety-toe footwear that provides adequate protection for the expected worksite conditions and hazards.

Safety-toe footwear must meet the specifications of one of the following consensus standards:


ASSISTANCE For assistance contact EH&S, telephone 509-335-3041; or Facilities Services, Operations, telephone 509-335-9000.
### Safety-Toe Footwear

#### Figure 1

<table>
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<th>DATE</th>
<th>DESCRIPTION</th>
<th>QUANT</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
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<td>5/22/10</td>
<td>Safety-toe boots (model #99289)</td>
<td>1</td>
<td>pr.</td>
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<td>88.99</td>
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</table>

**TOTAL** 88.99

**REMARKS**