

UTILITIES & ENERGY MANAGEMENT DEPARTMENT

Safety Footwear Policy

It is a requirement that Utilities personnel wear the appropriate type of safety footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards while on the job. Supervisors will discuss with each employee the Policy and Procedures governing safety footwear purchase and care. The employee's immediate supervisor is responsible for ensuring that the employee properly wears the safety footwear designated for that person's assigned duties and hazards. Failure to wear the prescribed safety footwear in accordance with this policy will result in progressive disciplinary action, up to and including dismissal.

This safety footwear must carry an **ANSI Z41- 1999** rating to qualify as a safety shoe for purposes of this policy. Some personnel, depending on job responsibilities, may be required to purchase safety-toed shoes, which carry an additional ANSI designation of EH (electrical hazard).

Additionally, visitors that come on to Utilities plant premises must wear protective footwear. If visitors do not have protective footwear, Utilities will make a best effort to issue foot or toe guards during times when visiting the plant site.

These are the types of safety footwear that are to be provided, depending on the assigned job duties and hazards.

Safety-Toed Shoes with skid resistant soles and or steel shanks shall be provided to employees performing construction, maintenance, and any other work where crushing or puncture injuries to the foot are possible. Examples include, but are not limited to, injuries due to:

- Falling or rolling heavy objects
- Exposure to sharp objects that could puncture the sole of the foot
- Exposure to hazardous electrical energies
- Handling hazardous chemicals/materials
- Any operations/applications where there is potential injury to the foot

Toe and Foot Guards will be provided to each shop, if deemed necessary by the shop supervisor for additional protection. On occasion there may be a need for metatarsal protection in combination with safety-toed shoes. These also can be used for employees who may perform tasks outside their routine job duties. Toe and foot guards are designed

to provide temporary protection when the potential for foot injury exists. Toe and foot guards should be used by employees who are not required to wear safety footwear. These toe and foot guards should not be permanently used in place of safety-toe shoes. Any protective toe cap or foot protection must be designed and constructed into the shoe during the manufacturing process and tested as an integral part of the footwear.

Each employee required to use safety footwear will be required to sign the Safety Shoe Policy Agreement when the shoes are purchased. A signed authorization from the Division Manager, Associate Director or Safety Coordinator will be required for all changes to footwear.