



<b>Document Number</b>	<b>Safety Shoe SOP, D.25.01</b>
<b>Owner/Contact Information:</b>	Jon Soter
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<b>Last Revised/Reviewed:</b>	7/1/19
<b>Related Policies and Procedures</b>	

## 1. Purpose/Introduction

To establish a standard operating practice regarding the purchase and use of safety shoes for Facilities Operations employees who are required to wear safety shoes. Employees who are issued safety shoe vouchers will be required to purchase and wear them at all times when at work at the University of North Carolina at Greensboro. This procedure will provide policy and guidelines for footwear requirements by classifications and reimbursement to eligible employees for Personal Protective Equipment (PPE) footwear due to potential work hazards. Any University Policy supersedes these requirements.

## 2. Definitions

- Safety shoes shall meet the American Society of Testing and Materials ASTM F-2413 and F-2913 (most current version) standards and/or the American National Standards Institute (ANSI) standard ANSI Z41. Information on the standards that the shoe meets can be found in documentation from the manufacturer/vendor.
- Facilities Operations Management and The Office of Environmental Health and Safety have evaluated the duties of positions that require the use of safety shoes and have designated the types of safety shoes to protect against these hazards for each position in Facilities Operations. The safety shoes of all Facility Operations personnel shall meet these requirements:
  - *Impact "I/75" (Label markings on back of shoe tongue)*  
Impact resistance rating for the toe area of the footwear. Class I/75 footwear retains a ½ inch for men's and 15/32" for women's or greater clearance after a nominal impact of 75 foot-pounds (i.e., a 50 lb. weight dropped from 18 inches at a specified velocity)
  - *Compression "C/75"(Label markings on back of shoe tongue)*  
Compression resistance for the toe area of footwear. Class C/75 footwear retains a ½" or greater clearance after compression of 2,500 lbs. or greater.
  - *Electrical Hazard "EH" ASTM F2413(most recent version) (Label markings on back of shoe tongue)*  
Electric Hazard resistance of the footwear. EH constructed footwear with electric shock

resisting soles and heels capable of withstanding an application of 18,000 volts for 1 minute with no current flow or leakage current in excess of 3.0 milliamperes under dry conditions.

- *Slip Resistance ASTM F2913 (most recent version) or EN ISO 13287 (Label markings on back of shoe tongue)*

Slip resistant shoes have a documented level of slip resistance. Providers of footwear will have to backup claims of slip resistance. Not all positions will require all three designations. If there is a question about a shoe, an employee should consult with their supervisor for clarification.

- Safety Shoe will be labeled, inside the tongue of the shoe. See example below:



Refer to the Office of Environmental Health and Safety Personal Protective Equipment Selection – Foot Protection for training and information related to safety shoe requirements.

### 3. Procedural Steps

#### 3.1 Issuance of Shoe Vouchers

- 3.1.1 UNCG will provide a safety shoe voucher to each employee required to wear safety shoes. Vouchers are issued based on the requirements of the position and for the amount authorized by UNCG per the North Carolina Office of State Budget and Management (OSBM).
- 3.1.2 Shoe vouchers issued to Facilities Operations personnel will be issued based on state purchasing guidelines to provide a credit toward the purchase of safety shoes (excluding state sales tax) for the amount authorized to the employee named on the voucher. Shoe vouchers are not transferable and may be utilized for one pair of shoes only. If the cost of the shoe purchased exceeds the amount of the voucher, the vendor will collect the amount due (which may include any applicable sales tax on that amount) above our voucher amount from the employee at the time of purchase.
- 3.1.3 Responsibilities for shoe vouchers to be issued:
  - Vouchers issued to new employees who are hired into a position requiring safety shoes
    - Hiring supervisor responsibilities:

- Inform applicants during the hiring process of the PPE requirements of the position.
- Notify the Administrative Assistant in the Facilities Operations Business Admin Office that a position offer has been accepted, the employee name, position number and that a safety shoe voucher should be prepared for the new hire to pick up.
- Facilities Operations Business Admin Office Responsibilities:
  - A voucher will be prepared and left in an envelope for the new hire to pick-up at the departmental New Employee Orientation with one of the Payroll Staff members.
  - The safety shoe voucher spreadsheet will be updated to reference date of issuance of the voucher.
- New Hire Responsibilities:
  - Purchasing safety shoes prior to starting the duties of the new position.
  - Wearing safety shoes at all times when working at UNCG.
- Vouchers issued to employees who are promoted into a position requiring safety shoes

Employees who are promoted into a position requiring safety shoes with a different safety requirements than the position from which they are from shall be issued a voucher with the new safety shoe requirements at the time of the promotion.

- Hiring Managers/Supervisors Responsibilities:
  - Notify Facilities Operations Business Admin Office that a promotion has been accepted, the employee name, position number, and that a safety shoe voucher should be prepared for the employee to pick up.
  - Follow steps of above.
- Annually:
 

Annually, a voucher will be issued to each employee to purchase safety shoes as required by their position.
- At any time that an employee's shoes are worn and in need of replacement based on the approval of the supervisor
- Department Manager Responsibilities:

- Notify Facilities Operations Business Admin Office that replacement shoes are needed.
- Follow steps of above.

### 3.2 Purchase of safety shoes and redemption of vouchers

3.2.1 Some employees may wish to obtain their safety shoes from alternative vendors based on their specific needs, fit requirements or preference. Employees may use alternative vendors than those listed on the shoe voucher as follows:

*The PPE requirement for Safety Shoes (see section “Requirement” for Impact, Compression, Electrical Hazard and/or Slip Resistance) will still be required regardless of the vendor from which the shoe is purchased. Employee is responsible to ensure their shoes meet the requirement of the position and may be asked to provide documentation that shoes purchased from alternate vendors meet the requirements.*

3.2.2 Employee may purchase safety shoes directly from any vendor provided the shoes purchased meet the requirements of the PPE for the position. UNCG will reimburse employees up to \$125 for the purchase of safety shoes.

- To obtain reimbursement, employee should make a written request for reimbursement to their supervisor with the original shoe voucher attached and the original receipt for the purchase “taped” to the written request (see example of written request below – request does not need to be typed, they may be handwritten).
- Upon receipt of the employee’s request for reimbursement, the supervisor should confirm that shoes purchased meet the assigned requirements for the position, approve the request for reimbursement and forward it to Facilities Operations Accounting Manager for processing.

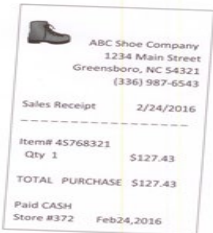
Date: January 23, 2017

To: \_\_\_\_\_ (enter name of department supervisor)

Re: Request for reimbursement for purchase of safety shoes

Please reimburse me \$ \_\_\_\_\_ for safety shoes purchased per safety shoe requirements of my job.

The original receipt showing purchase of shoes is attached showing purchase of safety shoes that meet the requirements of the attached voucher purchased from VENDOR NAME.



ABC Shoe Company  
1234 Main Street  
Greensboro, NC 54321  
(336) 987-6543

Sales Receipt 2/24/2016

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Item# 45768321  
Qty 1 \$127.43

TOTAL PURCHASE \$127.43

Paid CASH  
Store #372 Feb24,2016

Reimbursement Requested BY

Employee Signature \_\_\_\_\_

Print Name: \_\_\_\_\_

Employee ID# \_\_\_\_\_

Request for payment approved by:

Supervisor Signature \_\_\_\_\_

Date: \_\_\_\_\_

3.2.3 A manager or supervisor may coordinate with Facilities Operations HR Liaison, department manager/supervisor to establish an alternative vendor to accept our shoe vouchers.

Once established, the vendor would then provide credit up to \$125 per voucher to the employee(s) toward the cost of one pair of shoes. The supervisor will have Business Admin issue replacement voucher(s) for those employees wishing to use them for the alternative vendor (old voucher must be turned in).

### 3.3 Processing vendor invoices for payment

3.3.1 Upon receipt of invoices, request for reimbursement to an employee, or a p-card transaction receipt for purchase of safety shoes, the Facilities Operations HR Liaison will:

- Verify issuance of voucher in the shoe voucher spreadsheet.
  - Confirm that a voucher has been issued to the employee and has not yet been invoiced; this will serve as authorization for payment of the invoice/reimbursement/receipt.
  - Log the vendor name and invoice #, cost billed, and invoice date in the spreadsheet to show that the employee did, in fact, receive safety shoes and that we were billed correctly.

## 4 Revision Table

Revision #	Section #	Summary of Changes	Approval Date
D.25.01		Outlined the purchase, use and wear of safety shoes.	7/1/19