



## **WORK SHOE POLICY**

## INTRODUCTION

California State University, Dominguez Hills (CSUDH) is committed to providing appropriate personal protective equipment (PPE) for all employees whose work requires them to be exposed to specific occupational hazards. The *California Code of Regulations, Title 8 section 3385 Foot Protection* states that “appropriate foot protection shall be required for who are exposed to foot injuries from electrical hazards, hot, corrosive, poisonous substances, falling objects, crushing or penetrating action, which may cause injuries or who are required to work in abnormally wet locations. hazards, are, or are likely to be present, in the employee’s work area.” Further, each of the union contracts require its members to adhere to CSU established safety rules, regulations, and practices.

## GENERAL REQUIREMENTS

In order to meet California’s requirements, CSUDH has adopted the performance standards and specifications of the American Society for Testing and Materials (ASTM). All protective footwear worn by campus employees shall comply with specific standards established for known exposures within their job classification.

Sandals or other open-toe shoes are not permitted to be worn by employees working in warehouses, laboratories, shops, or other job locations where crushing, glass, caustic or corrosive chemicals, or hot materials are used or handled.

Employees who cannot wear conventional safety shoes for medical reasons must obtain documentation from their personal medical provider and submit a formal exception request to Human Resources. Medical exemptions are rare. Any physical conditions (such as plantar fasciitis) which a medical provider deems correctable with orthotics or other devices, do not qualify for medical exemptions.

However, a medical exception does not preclude the need for some type of protective footwear. The university is still responsible for protecting the employee and cannot waive or transfer that obligation for any reason. If employees are exposed to a hazard, then they must be protected or otherwise removed from the hazard exposure (i.e. reassigned).

## ROLES AND RESPONSIBILITIES

### Environmental Health and Safety

The Environmental Health and Safety (EHS) department shall:

- Conduct hazard assessments for high-risk job classifications and equipment
- Develop parameters for protective footwear by type of shoe and role of employee
- Assist managers with footwear evaluations

## Managers

- Provide employees with annual shoe vouchers and instruction for their use
- Conduct safety training for all PPE used for each job classification
- Employ disciplinary measures when employees fail to wear required PPE, including protective footwear

## Employees

- Wear the protective footwear for their job classification
- Protective footwear may only be worn during scheduled work hours; regularly wearing the shoes outside of work may cause them to wear out more quickly
- Discontinue wearing footwear which is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries
- Inform manager of special needs including medical requirements
- Protective footwear is the responsibility of the employee. Damaged, lost, or stolen footwear in situations unrelated to the employee's job will be replaced at the employee's expense

Employees required to wear protective footwear must be wearing their protective footwear at the start of each work shift. If protective footwear is not being worn, the employee will be sent to retrieve the shoes; that time will be docked from their hours worked. If shoes are lost or not able to be retrieved, the employee cannot return to work until they are wearing the approved protective footwear. It is the obligation of the employee to work safely and be prepared to work safely at the beginning of their shift. Continued unpreparedness is subject to disciplinary action.

## PROGRAM PARTICIPATION

Employees are eligible for reimbursement of costs for the purchase of safety footwear provided that:

- Their job classification requires it
- The footwear meets the criteria established by CSUDH (see table-1)
- The purchase is made from an authorized vendor

## Part-time or occasional exposures

Some CSUDH employees occasionally enter shop areas, but are not assigned for that particular work. For example, a payroll clerk may be dropping off a paycheck to a shop employee. Under those circumstances, areas that are deemed high risk should have appropriate signage prohibiting unauthorized personnel. Lower risk areas are acceptable for occasional exposures;

however, shop employees must be cognizant of persons entering their work areas with inappropriate clothing (such as open toed or high heeled shoes) and direct them to safer areas.

Visitors, vendors, and administrators that are required to enter high risk areas will be provided with overshoes; these slip over a regular shoe and provide both slip resistance and a steel toe. They may not be used with heeled shoes or sandals. Overshoes are available to be checked out at Facilities Services. They must be returned by the end of the day; unreturned overshoes will be charged back to the department that requested them.

## **PURCHASE GUIDELINES**

### **Shoe Vouchers**

Shoe vouchers for up to \$180.00 can be obtained from your supervisor annually. Custodial staff may obtain a \$90.00 voucher twice yearly. The voucher is limited to the shoes described for your job classification and must be signed and dated by the supervisor. They may not be used for any other shoe purchase and cannot be transferred to or used by any other person than the employee it was issued to. Vouchers are available for Redwing and Boot Barn; they expire after 30 days. Shoes for Crews purchases are made through a secured portal. Any additional shoe purchases made during the year are the responsibility of the employee.

### **Reimbursement**

If the required shoes are not available to the employee, or the employee has special footwear needs, a reimbursement up to \$180.00 may be considered from another vendor. This is done on a case-by-case basis and must be approved by a manager **before** shoes are purchased. All shoes must meet minimum performance standards for the job classification regardless of where purchased.

## **TABLE - 1**

All work shoes for the following job classification must be closed-toed, slip resistant and provide ankle support. The minimum rating for all positions is ASTM F2413-18.

Job Title	Water/Chemical Resistant	Steel or Composite Toe	Electrical Hazard Non-conductive Sole	Puncture Resistant
Plumber	✓	✓	✓	
Electrician	✓	✓	✓	
Locksmith	✓	✓		
Carpenter	✓	✓	✓	✓
Painter	✓	✓		
Auto Mechanic	✓	✓	✓	✓
Project supervisor	✓	✓	✓	✓
B.S.E	✓	✓	✓	✓
Grounds Worker	✓	✓	✓	✓
Custodian	✓	✓		
Receiving Clerk	✓			
Warehouse	✓	✓		✓
Mover	✓	✓		✓
Mac Shop/UH	✓	✓	✓	✓
Zero Waste Coordinator	✓	✓		✓

✓ = Required

✓ = Recommended