

SUNY Polytechnic Utica Campus **EHS Process for Purchasing and Approving Safety Shoes**

Process Requirements

OSHA and SUNY Polytechnic Institute (SUNY Poly) require employees to use protective footwear when working in areas and/or performing tasks where there is a danger of foot injuries due to handling or carrying heavy materials, falling or rolling objects, or objects piercing the sole, or other foot hazards (e.g., employee's feet are exposed to electrical hazards) in the workplace.

Jobs that SUNY Poly Management and EHS have considered, assessed and approved for the required use of foot protection include but are not limited to; shipping and receiving, facilities maintenance and engineering, security, materials handlers (e.g., warehouse, parts crib, furniture), fork lift truck operators, carpenters, electricians, mechanics, grounds maintenance, plumbers, carrying or handling heavy materials.

Management and EHS maintain a list of pre-approved SUNY Poly Utica employees who are eligible for safety shoes and whose job and/or work tasks require safety shoes. Requests for new employees to be added to the pre-approved list of employees eligible for safety shoes, are assessed and approved by Management and EHS.

Supervisors/managers are responsible for communicating and enforcing the use of and proper care of Personal Protective Equipment (PPE) (e.g., safety shoes) for employees within their department requiring PPE.

Employees are responsible for wearing PPE (e.g., safety shoes) as indicated by identified hazards in the PPE hazard assessment, job hazard analysis (JHA), safe work procedure(s), and PPE signs in the workplace.

SUNY Poly EHS Safety Shoe Program:

1. Eligible employees are allotted up to \$105 towards the purchase of a pair of safety shoes annually. Payment for any portion over \$105 is the responsibility of the employee out of pocket, including tax.
2. Eligible employees are allowed 1 (one) pair of safety shoes a year. Exceptions to "1 pair of shoes a year" are allowed in situations where the shoes become contaminated and/or damaged on the job, or if there is a medical exception
3. Safety Shoes must meet ASTM F2412 and F2413 requirements (i.e., Standard Test Methods and Specification for Performance Requirements for Foot Protection).

Notes:

- a. SUNY Poly Management, HR, EHS, Procurement, Police and Security, and Facilities Services, have contracted with 'DiVal Shoe Mobile' to purchase safety shoes for SUNY Poly Utica employees whose job requires safety shoes.
- b. 'DiVal Shoe Mobile' will only offer safety shoes meeting these ASTM requirements.
- c. The 1 (one) pair of safety shoes a year and \$105 allotment are the same at SUNY Poly Albany and Utica.

Process to Purchase Safety Shoes

1. Purchasing schedules and communicates date(s) for the DiVal Shoe Mobile to be at the Utica site.
2. EHS issues safety shoe vouchers to the managers of the employee(s) on the pre-approved list after:
 - a. Checking that the individual is on the approved list
 - b. Checking that the individual has not purchased a pair of safety shoes in the previous year from this program
3. Managers distribute vouchers to approved employees.
4. Employee goes to the DiVal Shoe Mobile and select and purchases their safety shoes after presenting their voucher and identification (e.g., driver's license). The payment (e.g., cash, credit card) for any portion over \$105 is the responsibility of the employee, including tax.
Note: Any special circumstance and request to purchase safety shoes outside of the DiVal Shoe Mobile requires management, EHS, accounts payable approval prior to purchase.
5. Dival Shoe Mobile submits the safety shoe purchase invoice, including employee names, and vouchers to accounts payable.
6. Accounts payable emails EHS the list of employee purchases and asks if it is ok to pay.
7. EHS checks that the individuals are on the approved list, have not purchased shoes in the previous year, and records the purchase on a spreadsheet.
8. Once approved, EHS replies "ok to pay". If a discrepancy is found, EHS will contact the manager of the individual to resolve.

Other items to note:

1. The Dival ShoeMobile:
 - a. Offers a wide selection of safety shoes from manufacturers such as Timberland, Wolverine, Carolina, Reebok, Keen, and Iron Age.
 - b. Provides free shipping on safety shoe returns and re-orders
2. EHS asks managers to update their personnel on the pre-approved list (to account for turnover) once a year.
3. Annually the process and supplier contract for safety shoes will be reviewed by management and EHS for improvements.
4. Some employees outside of the job titles listed may be asked to perform a task that would require safety shoes. In this case, a hazard assessment/JHA will be performed by the manager with EHS involvement before the employee is approved to purchase safety shoes.

End.