Policy Statement
All employees of the UMD Facilities Management Department will be governed by this policy. Safety footwear shall be worn at all times as per the provisions of this policy.

Reason for Policy
To ensure safety in the workplace by identifying appropriate footwear to be worn as personal protective equipment by OSHA standards and providing vendors and means to purchase and reimburse employees.

Definitions
1. Safety Footwear – Any shoe or boot which has a rigid toe cap which meets the minimum standards for impact and compression resistance as provided in the American National Standard Institute (ANSI) 241-1983. The minimum standard is 50 ft-lbs. rating for impact and a compression rating of 50.

2. Safety Boot – A high top boot having a minimum height of 8” with a safety toe which meets impact and compression ratings as listed in 1.

3. Safety Shoes – Any type of loafer or sneaker which meets the minimum impact and compression ratings as listed in 1.

4. Electric Hazard Safety Footwear – A show or boot specially constructed with non-conductive components and which meets the impact and compression ratings as listed in 1.

Safety Footwear Policy
1. Safety Footwear - Boots or shoes shall be required of the following Facilities Management employees:
   • General Construction – Carpenters/Painters
   • Mechanics – Maintenance and Operations, Heating Control, Ventilation, Refrigeration, Elevator, Plumbers, Steamfitters and BSAC
   • Heating Plant Shift Operators
   • Supervisory and technical office staff shall also be required to wear safety footwear while working in the field.
   • Building and Grounds Workers assigned duties in the Ice Rink, Housing Storeroom, Kirby Student Center Loading Dock or Kirby Student Center Event Setup.

2. Safety Boot shall be required of the following Facilities Management employees:
   • Grounds Power Equipment Operators
   • Auto Shop Mechanics
   • Heating Plant Relief and Maintenance Personnel

3. Electrical Hazard Safety Footwear is required for the following Facilities Management employees:
   • Electricians
4. Safety Footwear, either shoes or boots, is **not** required to be worn by the following Facilities Management employees:
   - Office Staff
   - Mail Room Personnel
   - Student Custodial Workers
   - Supervisors/Managers working in the office

5. Student Employees
   - Student employees when assisting positions listed above are required to wear safety footwear according to the same guidelines as regular employees.

6. Custodial Workers
   - Custodial workers not working in assignments requiring safety footwear may request permission of their supervisor to purchase safety footwear. If granted, the employee is expected to wear the safety footwear when working.
   - If safety footwear is not required for a custodian’s area or specific tasks, it is prudent to wear a sturdy shoe with a slip resistant sole (not reimbursable).
   - Shoe covers are available for workers to prevent slips and falls.

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**Purchase Policy**

1. Regular Full-Time Employees
   - The cost of the first pair of safety shoes or boots for regular full-time employees, up to a maximum of $125, will be covered 100%. Subsequent pairs of safety shoes or boots will be covered at 100% of the cost up to a maximum of $125. Employees must have the approval of their supervisor **before** purchasing replacement shoes.

2. Student Employees
   - The cost of the first pair of safety shoes or boots for student employees, up to a maximum of $125, will be covered 100%. Students must have the approval of their supervisor **before** purchasing replacement shoes or boots.

3. Purchase Procedure
   - **Employee reimbursements will no longer be processed.** Use the following procedure when purchasing safety footwear:
     - The Employees (including student employees) must use department-authorized safety shoe vendors to buy their shoes, up to $125, without having to pay any money up front. Any cost in excess of $125 is the employee’s responsibility. The approved vendors have the ability to special order, if necessary.
     - The Safety Footwear Authorization/Order Form must be signed by the supervisor. The vendor will not accept forms that are unsigned. The vendor will request identification of the employee at the time of purchase.
     - Authorized safety shoe vendors locally are Minnesota Surplus & Outfitters, Tradehome Shoe Stores, Bear Shoe Works and Gopher Shoe Company. The Shoemobile comes to UMD on a scheduled timeline throughout the year.

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**Effective Dates**

1. This policy is effective as of January 1, 1999; Modified in July 2012, October 2013.

2. Exceptions to this policy will be recommended by the Facilities Management Safety Committee. Final authority is the FM Management Team.

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**Additional Information**

1. The department will provide a pair of winter style safety boots when job responsibilities require outside activity on an extended and routine basis. (based on job safety analysis by supervisor.)

2. Other employees are expected to take usual and customary responsibility for providing their own overshoes or boots to guard against slippage or for warmth when job responsibilities include outside work on an occasional or short-term basis. Purchase Policy applies.