

## **707 Highway and Transfer Station Employee Protective Footwear Policy**

### **Who Is Required To Wear Protective Footwear**

The Town requires that all Regular Full-Time Employees of the Highway Department and all Part-Time Employees of the Transfer Station must wear protective footwear due to the work that is being performed that falls into the categories under OSHA STD's 1910.132, 1910.138 and OSHA 3077. New and replacement Town purchased protective footwear is available per the following schedule:

Regular Full-Time Employees of the Highway Department - Once every 12 months  
Part-Time Employees of the Transfer Station – Once every 24 months

### **What Type of Protective Footwear Is Required**

The employee may choose between steel toed or composite toed safety shoes that comply with ANSI standard Z41-1991 with an impact resistance rating of 75 foot-pounds compression resistance. The ANSI standard incorporates a coding system that manufacturers use to identify the portions of the standard with which the footwear complies. The identification code must be legible (printed, stamped, stitched, etc.) on one shoe of each pair of protective footwear.

### **How Much Will the Town Pay Towards the Purchase of Protective Footwear**

The town has established a maximum of \$150.00 for purchases made in compliance with this policy. The employee will be responsible for any amounts in excess of the Town's maximum allowance with payment due at the point of purchase.

### **Protective Footwear Purchasing Procedure**

The Town has established the following purchase procedure:

1. Employee obtains a requisition form filled out by the Highway Superintendent.
2. Employee visits Davidson Shoes in Canandaigua within 10 days of receipt of requisition form to select protective footwear that meets or exceeds the Town's stated standard.
3. Employee pays any amount due which exceeds the Town's protective footwear allowance

### **Limitations**

1. Protective footwear purchases are to be made during non-working hours.
2. The Requisition Form will be null and void if purchase is not made within 10 days of receipt.
3. The Town will not cover the cost of any protective footwear purchases that do not comply with the Town's stated policy.
4. Any employee who fails to wear the protective footwear purchased by the Town while working for the Town of South Bristol will be sent home without pay until returning to the workplace wearing the required protective footwear.

