



ADMINISTRATIVE DIRECTIVE

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	EFFECTIVE DATE	
February 12, 2016		

I. **PURPOSE**

To establish procedures for use, purchase, distribution and control of safety footwear for City personnel required for the job task as documented on the Job Hazard Assessment (JHA) or Physical Description Questionnaire (PDQ) to wear Personal Protective Equipment (PPE) including safety footwear. This Administrative Directive excludes commissioned Police and Fire personnel who are covered under department policy.

II. **POLICY**

The wearing of safety footwear by City of Tucson permanent, non-permanent, or temporary employees, including interns and volunteers, working in areas where there is a significant risk of foot injuries due to falling or rolling objects shall be mandatory. Each department shall maintain a list of job classifications required to wear safety footwear.

All safety footwear shall meet the minimum requirements set forth. Additional protection may be required based upon a JHA by Central Safety Services. Any specialized footwear provided by the City for specific situations such as Wellington (rubber) boots will be accepted as a matter of policy. A department may require a higher standard of footwear for a specific job function at the discretion of the director.

Exceptions must be approved by Central Safety Services. Any exceptions will be based upon special situations for which City policy is not applicable.

Supervisors shall ensure that employees wear the appropriate type of safety footwear for the specific job requirements. The type of safety footwear required shall be based upon the JHA or physical exposure to a hazard of the foot. Questions regarding identification of appropriate safety footwear shall be directed to Central Safety Services. All Employees not wearing appropriate safety footwear as required for the job task as documented on the JHA, PDQ or at the departments direction while in the scope of employment shall be subject to disciplinary action.

The City shall provide a safety footwear allotment to all permanent employees required by JHA to wear protective footwear.

Each department director is responsible for control of this program, and shall ensure that employees are protected from foot hazards by wearing safety footwear.



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III. **GENERAL**

A. **Authorization for Safety Footwear Allotment**

The City will provide a voucher to any permanent employee who is required to wear safety footwear, in the allotted amount. The voucher may be used to purchase more than one pair of safety footwear at once or materials to care for safety footwear. Also if available from the vendor, employees shall be able to purchase orthopedic supplies such as insoles, etc., until the allotment is reached.

1. Non-exempt (900 Grade) employees authorized by each department shall receive a voucher for safety footwear each fiscal year.
2. Exempt (800 Grade) employees who do not wear safety footwear on a daily basis, but may be required by job duty or specific job hazard, will receive a voucher for the purchase of safety footwear on an as needed basis after the initial purchase.
3. All permanent employees required to wear safety footwear shall receive a replacement pair more than once a year if:
 - a. The employee's department management determines that the footwear is sufficiently worn to warrant replacement, or
 - b. The employee's footwear are destroyed under unusual job-related circumstances, or
 - c. The employee has a medical condition which requires an earlier footwear replacement.

Any other replacement of safety footwear during the year of issuance shall be at the employee's expense. Disputes regarding Paragraph 3.a. of this Section pertaining to the condition of safety footwear and whether replacement is warranted, may be directed to Central Safety Services for final disposition.

4. Employees who are filling positions similar to positions defined by the department as qualifying for the safety footwear allotment may be authorized safety footwear at the discretion and expense of the department.

B. **Non-permanent Employees, Interns, Temporary Employees and Volunteers**

Employees classified as non-permanent, interns, temporary (under contract to an employment agency or similar) and volunteers, working in an assignment identified by either a JHA or PDQ as requiring safety footwear, shall be required to provide their



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own safety footwear prior to the beginning of assignment. Employee-supplied safety footwear shall meet the specifications for safety footwear and shall be inspected and approved by the Department prior to assignment.

C. Safety Footwear Specifications

1. Safety footwear shall have slip resistant soles and steel or non-metallic toe protection. All footwear, at a minimum, must meet ANSI standard and ASTM F2413-05 as revised. Safety footwear may be “high” or “low” cut, as defined in the Attachment, but shall meet the current ANSI standard and ASTM standard when purchased.
2. Specific positions may require safety footwear to have additional protection as determined by a JHA or PDQ. The additional features may include, but are not limited to:
 - a) Protective steel plate in the sole of the boot (puncture resistant),
 - b) Non-conductive footwear (EH - rated for electrical hazards),
 - c) Static dissipating footwear,
 - d) Chemical resistant footwear.

D. Care of Safety Footwear

Employees are responsible for maintaining their own safety footwear in a clean and sanitary manner.

E. Safety Footwear Acquisition

1. The Procurement Department will establish the contract(s) for safety footwear and will provide instructions on how to order from the contract. Safety footwear shall only be purchased from vendors on contract.
2. A department director, division administrator, or other delegated authority will sign an Authorization Memorandum that authorizes the purchase of safety footwear that meets the specifications noted in Section C for eligible employees.
 - a. The Authorization Memorandum will minimally include the employee’s name, employee identification number, activity number, and purchase order number.
 - b. The eligible employee will present the Authorization Memorandum and his/her City identification to the safety footwear vendor.



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- b. The eligible employee will present the Authorization Memorandum and his/her City identification to the safety footwear vendor.
- 3. Payments for safety footwear shall be made in accordance with the contract. The Procurement Department will provide payment instructions.
- 4. Employees are allowed to keep the old safety footwear for personal use but shall not wear any damaged or degraded safety footwear during work hours.
- 5. Employees shall not duplicate/replicate/copy, trade, sell or gamble their shoe voucher. Activity involving the illegal purchase of safety shoes shall be subject to disciplinary action up to and including discharge.

F. Quality Control

The Procurement Department shall monitor the suppliers to assure that safety shoe quality and availability are maintained as specified in the contract with the City.

Appendices

Authorization to Receive Safety Footwear Memorandum

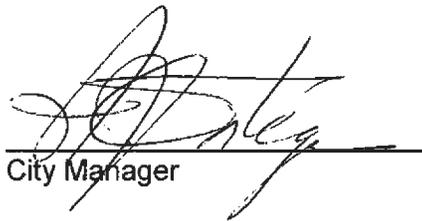
References

None

Review Responsibility and Frequency

The Director of Finance will review and revise this directive when the Annual Compensation Plan is adopted by Mayor and Council. Last review date: January 2, 2013.

Authorized



 City Manager



 Date



MEMORANDUM

DATE: _____

TO: _____

FROM: _____

EMPLOYEE _____

EMPLOYEE # _____

PURCHASE ORDER # _____

ACTIVITY # _____

AUTHORIZATIONS DATED _____ ARE VOID.

SUBJECT: AUTHORIZATION TO RECEIVE SAFETY FOOTWEAR

In accordance with Administrative Directive 2.03-3, you are hereby authorized to receive an allotment to purchase safety footwear. The safety footwear allotment may be used to purchase more than one pair of safety footwear at once or materials to care for safety footwear. Also, if available from the vendor, employees shall be able to purchase orthopedic supplies such as insoles, etc., until the allotment is reached.

UNION/UNION ELIGIBLE OR NON UNION – DEPARTMENT SHALL CHECK ONE

The Safety Footwear allotment for permanent employees that are eligible for AFSCME Union is \$195.00.

The Safety Footwear allowance for permanent employees that are not eligible for AFSCME Union is \$155.00.

- All safety footwear will meet [ANSI standards and](#) ASTM F2413-05 Standard for Impact and Compression.
- Safety footwear shall be worn by City of Tucson employees working in field functions and in areas where there is danger of foot injuries due to falling or rolling objects as defined by Job Hazard Assessment.
- Safety footwear shall be leather (leather composite) and the top shall reach or extend above the ankle bone, with puncture and slip resistant soles, and have steel or non-metallic toe protection. Safety footwear in the form of sneakers or other similar material are allowed under specific job functions or conditions approved by Central Safety Services.
- Employees subject to electric shock (electricians, electronics technicians, etc.) shall wear safety footwear rated by the manufacturer for electrical hazards.
- Wellington-type boots and hip waders with toe protection are also acceptable if properly fitted to the employee's foot.

Each employee is responsible for displaying their city identification card upon request by the vendor when purchasing safety shoes.

THIS AUTHORIZATION EXPIRES: _____

AUTHORIZED BY: _____