Appendix D

Obtaining Protective Toe Safety Shoes

The Department of Occupational Safety and Environmental Health (OSEH) Safety Shoe Program is designed to assist General Fund units defray the cost of foot protection for faculty and staff, when the potential for foot injury exists in the work environment. Departments hiring temporary, part time, or contracted labor staff may require foot protection be provided by the employee. Auxiliary units may utilize this program to provide protective footwear for their staff, and OSEH will re-charge all direct costs.

When is Foot Protection Required?

Protective footwear must comply with the provisions of ASTM (American National Standards Institute) standards F2412-05 and F2413-05, Standard Test Methods for Foot Protection and Standard Requirements for Protective Footwear where there is exposure to foot injury due to falling or rolling objects, a danger of objects piercing the sole of the shoe or when an employee’s feet are exposed to electrical hazards.

Who is Eligible to Obtain Safety Shoes?

Ann Arbor campus employees who meet the following criteria will be provided a $130 voucher to obtain protective footwear currently available from the Red Wing Shoe Company:

1. It has been determined the employee may be exposed to potential foot injury hazards, as identified by state safety standards for personal protective equipment, and

2. The employee is a permanent faculty or staff member (having on ongoing or renewable appointment of at least one year.) Departments requesting safety shoes for temporary employees or limited term appointment employees may obtain them through this program on a recharge basis, and

3. The Hazard Assessment Form has been completed by the supervisor, has been reviewed by an OSEH Representative, and is on file at OSEH.

What are the Procedures for Obtaining Protective Footwear?

Voucher requests for safety glasses or safety shoes can be submitted online. All requests must come from a Department Supervisor.

Complete the on-line voucher request form. Please note: Voucher requests are processed Tuesday through Friday. Please allow 5 processing days before contacting the department for information regarding voucher status.

If unable to submit the on-line voucher request form, please contact Tara Welch via email at taralp@umich.edu.

NOTES:

1. Employee requests will not be filled on a drop in basis, unless an emergency has occurred.

2. Vouchers will be sent to supervisors or department administrative staff for distribution to employees on an as needed basis. Vouchers will not be issued to staff having shoes in good condition. Vouchers will not be issued more frequently than annually, unless the footwear has become damaged or contaminated
due to work activities. Footwear may be assessed on an individual basis for replacement purposes, if requests occur more frequently.

3. Requests for shoes more frequently than annually may be charged to the employee’s department.

4. The voucher will allow a single pair of safety shoes/boots to be obtained from a participating Red Wing Shoe dealer in the amount of $130. It is possible to purchase shoes that exceed the voucher amount, if the employee is willing to pay the difference plus tax. This program does not cover miscellaneous items such as socks or shoe inserts. The voucher is issued to the employee and is not transferable.

5. A list of local participating Red Wing dealer locations can be found at the Red Wing website.

6. It is important to obtain a good fit prior to wearing shoes on the job. Shoes that have been worn in the work environment cannot be returned to the store, unless the shoe is defective.

7. Problems with safety shoes, such as poor workmanship or poor wear should be returned to the store where they were purchased. If the situation is not resolved, contact OSEH.

8. If employees are unable to wear Red Wing shoes they are able to go outside the program and purchase steel toed shoes of their choice. The cost will be reimbursed following the Reimbursement Process, using the Reimbursement Form.