

The Lutheran University Association, Inc.

d/b/a Valparaiso University

PROTECTIVE FOOTWEAR POLICY – For Service Employees Including Hourly and Salaried Staff

1. POLICY STATEMENT

Valparaiso University makes available a variety of personal protective equipment (PPE) to protect employees from work hazards. This policy outlines the requirements for obtaining subsidization of protective footwear.

The University Safety Manager will evaluate hazards, if any, at University facilities, which may require the use of personal protective equipment such as protective footwear and will designate the types of protective footwear that will protect against these hazards.

In general, employees must wear protective footwear when working in areas where there is the danger of foot injuries due to slipping, falling, rolling objects, or the danger of objects piercing the sole or where employees' feet are exposed to electrical hazards.

2. ELIGIBILITY

All full-time and part-time employees whose work requires the wearing of protective footwear shall be eligible for subsidization.

3. REQUIREMENTS FOR OBTAINING PROTECTIVE FOOTWEAR

A. The employees must regularly work in an area that has been designated by the University Safety Manager as an area where the wearing of protective footwear is required. Type of safety shoe required will be designated by the nature of the potential hazards associated with the duties performed on the job.

- 1) Risk Level 2 positions – Positions that require heavy lifting and movement of heavy equipment will require steel toed safety shoes.
- 2) Risk Level 1 positions -All other positions identified as having a substantial risk due to slips or falls or other safety concerns will require protective footwear with slip resistant soles.
- 3) For employees who work only short stints (such as students), non-slip shoe covers will be purchased and issued on a "loan" basis.

B. The protective footwear must be obtained from a University-designated supplier. The specific type of protective footwear, i.e., safety-toe shoes, metal-free shoes, steel toe guards, etc., which are appropriate for a particular area or type of operation, will be determined by the Department Safety Committee and or reviewed by the University Safety Manager.

4. POLICY LIMITATIONS

A. The amount of reimbursement toward protective footwear will be determined annually by the University.

B. The University's reimbursement will be limited and old or worn protective footwear must be returned to the Department Supervisor before replacement will be considered.

C. Protective footwear must comply with the following standard of the American National Standards Institute: ANSI Z41-1991.

5. EMPLOYEE RESPONSIBILITY

A. The employee will be responsible for the difference between the cost of the protective footwear and the amount of University reimbursement for that footwear.

1) Amount to be subsidized: 06/07 fiscal

a. (a) Risk Level 2 footwear- \$50

b. (b) Risk Level 1 footwear - \$25

B. The employee will be responsible for the reasonable care and maintenance of his or her protective footwear.

C. The employee will be responsible for wearing the protective footwear during working hours.

D. The employee must gain approval from supervisor for replacement prior to annual replacement. Supervisor will examine shoes to determine if replacement is required.