

# ADMINISTRATIVE PROCEDURES



Procedure Number: 30-29

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Revision Date: \_\_\_\_\_

*C. D. [Signature]*  
County Administrator

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SUBJECT: **SAFETY SHOE AND SAFETY EYEWEAR VOUCHER PROGRAMS**

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DEPARTMENT RESPONSIBLE: **Finance and Risk Management**

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## 1. **STATEMENT**

The Safety Shoe and Safety Eyewear Voucher Programs establish a procedural process for purchase, distribution, and program control for County employees working where foot and eye hazards exist in the workplace.

## 2. **BACKGROUND**

Pima County will endeavor to protect the health and safety of its employees by ensuring that personnel whose jobs entail risk of eye and/or foot injury shall wear appropriate safety protection.

The wearing of safety shoes and safety eyewear as described in this procedure shall be mandatory for all employees as determined by the Job Hazard Assessment (JHA) or Physical Description Questionnaire (PDQ) (See Administrative Procedures 30-20, Physical Description Questionnaire and 30-8, Personal Protective Equipment).

Pima County will provide a purchase voucher on an annual basis to any employee whose job classification has the requirement of wearing safety shoes or prescription safety eyewear.

## 3. **PROCEDURE**

### 3.1. Employees Authorized for Safety Shoes

3.1.1. All permanent, probationary, temporary and intermittent employees and those employees included in the Adult Work Experience Program (AWEP) in positions that require safety

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shoes as determined by the JHA or PDQ shall be provided a voucher toward the purchase of safety shoes.

3.1.2. Risk Management will compile an approved safety shoe list annually and submit it to participating Departments for review.

3.2. Employees Authorized for Safety Prescription Eyewear

3.2.1. All permanent, probationary, temporary, and intermittent employees and those employees included in the Adult Work Experience Program (AWEP) in positions that require safety eyewear as determined by the JHA or PDQ who wear prescription eyewear shall be provided a voucher toward the purchase of prescription safety eyewear.

3.2.2. It is the employee's responsibility to have a current (within one year) vision exam and prescription in order to obtain prescription safety eyewear.

3.3. Safety Shoe Specification

3.3.1. All safety shoes must conform to current OSHA Standard 29 CFR 1910.136 and ASTM F2412 and F2413 standards.

3.3.2. The employee will work with Risk Management and the contracted vendor to ensure that the appropriate safety shoes are selected for the specific job requirements. **The wearing of safety tennis shoes is not permitted.**

3.4. Prescription Safety Eyewear Specification

3.4.1. All safety glasses must conform to current OSHA Standard 29 CFR 1910.133 and the current ANSI Z87.1 standard.

3.4.2. The employee will work with the contracted vendor to ensure that the appropriate prescription safety eyewear is selected for the specific job requirements.

3.5. Safety Shoe/Prescription Eyewear Procurement

3.5.1. In conjunction with Risk Management, the Procurement Department shall generate one or more Master Agreements for safety shoes and prescription safety eyewear.

3.5.2. Risk Management shall provide participating Departments with a list of available vendors.

3.5.3. The vendor will provide the employee with information concerning the type of shoe and/or prescription eyewear that is recommended and approved for the employee's specific type of work. If it is

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discovered that an employee has purchased other than approved shoes and/or prescription eyewear, the employee will be responsible for the cost and will not be allowed to wear the shoes and/or the prescription eyewear on the job.

3.5.4. For all shoes and/or prescription eyewear purchased, the Department Safety Shoe/Prescription Safety Eyewear Coordinator shall provide the employee with the address of the authorized vendor and the appropriate purchase voucher.

3.5.4.1. An employee may select safety shoes and/or prescription safety eyewear that cost more than the contracted amount provided the employee pays the difference.

3.5.4.2. The purchase voucher shall state any specific requirement needed, such as "puncture resistant."

3.5.4.3. The employee has two weeks from the issuance of the purchase voucher to obtain safety shoes and/or prescription safety eyewear.

3.5.4.4. The voucher shall be completed by the vendor and forwarded to Risk Management by the vendor for payment, along with a receipt showing the date, amount, and place of purchase.

3.5.5. Risk Management must pre-approve the purchase of progressive lenses or double bifocals. Employees choosing additional features or proceeding without pre-approval will be responsible for the additional cost.

3.5.6. If the employee leaves Pima County employment after receiving safety shoes or safety eyewear, the employee may retain the shoes or eyewear.

### 3.6. Care of Safety Shoes/Eyewear

3.6.1. The contracted safety shoe and safety prescription eyewear vendors shall make every attempt to provide the employees with information pertaining to the care of their equipment.

3.6.2. Employees are responsible for maintaining their own personal protective equipment in a clean and sanitary manner.

### 3.7. Safety Shoe/Eyewear Replacement

3.7.1. Safety shoes may be replaced if they are sufficiently worn to warrant replacement. If the shoes are less than one year old, authorization from Risk Management must be obtained. At the

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Department's and/or Risk Management's discretion, employees may be allowed to keep their old shoes instead of turning them in when receiving the new issue.

- 3.7.2. Prescription safety eyewear may be replaced if they are broken or sufficiently scratched and/or damaged to warrant replacement or if the employee's prescription has changed. The employee's direct supervisor shall notify the Department's assigned Safety and Health Loss Control Officer to assist in an assessment with regard to the cause of damaged glasses.

#### **4. DEPARTMENT RESPONSIBILITIES**

- 4.1. Each Department Director is responsible for control of this program and shall appoint a Safety Shoe/Safety Eyewear Coordinator. Each department shall provide Risk Management with the name of the Safety Shoe/Safety Eyewear Coordinator(s).
- 4.2. Department Supervisors shall ensure that employees are protected from foot and/or eye hazards by the use of appropriate personal protective equipment.

#### **5. COORDINATOR RESPONSIBILITIES**

- 5.1. The Safety Shoe/Safety Eyewear Coordinator will issue fully completed vouchers to designated employees with the address of the authorized vendor.
- 5.2. The last copy of the NCR voucher form (yellow) must be returned to the coordinator for record keeping purposes.

#### **6. RISK MANAGEMENT'S RESPONSIBILITIES**

- 6.1. Vouchers and pre-approvals can be requested through Risk Management by calling 724-4477.
- 6.2. Completed vouchers will be forwarded to Risk Management by the vendor. All payments will be made to the vendor against the Master Agreement after matching the completed voucher with the vendor's invoice.

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- 6.3. Risk Management shall monitor the suppliers to assure that safety shoe and prescription safety eyewear quality and availability are maintained as specified in the contract with Pima County.
  - 6.4. Risk Management shall review this procedure annually, whenever a requisition for a new contract is completed or as the standards change.
  - 6.5. Risk Management will review the amount provided to employees to ensure it is comparable with current industry costs on an annual basis.