

ADMINISTRATIVE PROCEDURES



Procedure Number: 30-29

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C. DeLuca
County Administrator

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

DEPARTMENT RESPONSIBLE: **FINANCE AND RISK MANAGEMENT**

1. **STATEMENT**

Pima County endeavors 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 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. **SCOPE**

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 Procedure 30-8 Personal Protective Equipment (PPE)).

Pima County Risk Management will provide one purchase voucher on an annual basis to an employee whose job classification has the requirement of wearing safety shoes, or prescription safety eyewear or both. Some employees whose job classification specifies minimal use of safety shoes in either the JHA or PDQ, will not qualify for annual issue, but instead will receive a voucher as determined by the JHA or PDQ.

Occupational Safety and Health Administration (OSHA) Standard 910.132(h) (2) states, "The employer is not required to pay for non-specialty safety-toe protective footwear (including steel-toe shoes or steel-toe boots) and non-specialty prescription safety eyewear, provided that the employer permits such items to be worn off the job-site". Pima County pays for required safety shoes and safety eyewear and permits employees to wear these items off site.

3. **DEFINITIONS**

Job Hazard Assessment (JHA): OSHA required analysis with documentation that focuses on specific job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tools, and the work environment.

Personal Protective Equipment (PPE): When engineering, work practices and administrative controls do not provide sufficient protection to minimize exposure to a variety of hazards, then the worker will wear protective clothing, helmets, goggles, shoes, or other equipment to minimize the hazards.

Physical Description Questionnaire (PDQ): Documents the physical attributes and physical requirements of a job classification. The data is specific to the health, safety, and welfare of the employee.

4. AUTHORIZATION FOR SAFETY SHOES AND PRESCRIPTION SAFETY EYEWEAR

4.1. Employees Authorized for Safety Shoes

- 4.1.1 All permanent, probationary, temporary, and intermittent employees in positions that require safety shoes as determined by the JHA or PDQ shall be provided a voucher toward the purchase of one (1) pair of safety shoes annually, based on each employee's previous year's issue date.
- 4.1.2 Risk Management will update and maintain on the County's intranet website a comprehensive list of employee classifications currently approved for safety shoe vouchers. Class codes on the list denoted with an asterisk (*) are not entitled to safety shoes every year when the use of safety shoes is minimal and therefore shoes are still serviceable.
- 4.1.3 Employees authorized to purchase safety shoes can only purchase safety shoes that conform to current standards: OSHA Standard 29 Code of Federal Regulations (CFR) 1910.136; American Institute for Testing Materials (ASTM) standards F2412 and F2413; and American National Standards Institute (ANSI) regulation standards 241-1999.

4.2. Employees Authorized for Safety Prescription Eyewear

- 4.2.1 A permanent, probationary, temporary, or intermittent employee who wears prescription eyewear and is in a position that requires safety glasses as determined by the JHA or PDQ shall receive one voucher annually toward the purchase of prescription safety eyewear.
- 4.2.2 It is the employee's responsibility to have a current (within a 12-month period) vision exam and prescription in order to obtain prescription safety eyewear.
- 4.2.3 Employees are authorized the purchase of safety glasses that conform to current OSHA Standard 29 CFR 1910.133 and the current ANSI Z87.1 standard.

5. PROCUREMENT OF SAFETY SHOES AND PRESCRIPTION SAFETY EYEWEAR**5.1. Safety Shoe/Prescription Safety Eyewear Procurement**

- 5.1.1. In conjunction with Risk Management, the Procurement Department shall generate one or more Master Agreements for safety shoes and prescription safety eyewear.
- 5.1.2. Risk Management shall provide participating departments with a list of available vendors.
- 5.1.3. 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, based on OSHA and ANSI standards. If it is determined that an employee has purchased other than approved shoes and/or prescription eyewear, as determined by the position's JGA and PDQ and recommended by the vendor, the employee will be responsible for the cost and will not be allowed to wear inappropriate and unsafe shoes and/or eyewear on the job.
- 5.1.4. For all shoes and/or prescription eyewear purchased, the Department Safety Shoe/Prescription Safety Eyewear Coordinator shall provide the employee with the address of all authorized vendors and the appropriate purchase voucher.
 - 5.1.4.1. An employee may select safety shoes and/or prescription safety eyewear that cost more than the contracted amount provided the employee pays the difference.
 - 5.1.4.2. Coordinators shall indicate on the purchase voucher all specific requirements required by the JHA and/or PDQ such as "puncture resistant" or "water resistant."
 - 5.1.4.3. The employee has two weeks from the issuance of the purchase voucher to obtain safety shoes and/or prescription safety eyewear. If employee has to order shoes and delivery of the product will occur beyond the two weeks, the employee shall notify the Department Safety Shoe/Prescription Safety Eyewear Coordinator, who shall notify Risk Management.
 - 5.1.4.4. The vendor shall complete the voucher and forward it to Risk Management for payment, along with a receipt showing the date, amount, item(s) purchased, and place of purchase.
- 5.1.5. Risk Management must pre-approve the purchase of progressive lenses or other specialty lenses (i.e., double bifocals). Employees choosing additional features or proceeding without pre-approval will be responsible for the additional cost.

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

5.2. Responsibility for Equipment Replacement

5.2.1. Pima County pays for one pair of authorized safety shoes, prescription eyewear, or both per year as defined in Section 4 above on, on the anniversary of the previous voucher issue date.

5.2.2. If an employee's shoes are determined to be unserviceable, lost or stolen prior to the anniversary date, the employee is responsible for purchasing replacement shoes. The department may determine to replace an employee's shoes if the employee can provide documentation that the damage to the safety shoes are a result of a specific work accident resulting in the shoes being unsafe PPE. The department shall investigate and make the determination if they will replace the shoes. If replacement shoes are purchased by the department, the anniversary date will be changed to the new purchase date.

5.2.3. On the authorized employee's purchase anniversary date, the employee will again receive a voucher to purchase the required safety equipment as outlined in this procedure.

6. EMPLOYEE RESPONSIBILITIES

6.1. Employee shall select an appropriate pair of safety shoes based on the specific requirements of the employee's County job. Risk Management has communicated to contracted vendors regarding appropriate and non-appropriate footwear. The employee can contact Risk Management to address any questions or concerns.

6.2. An employee may select safety shoes and/or prescription safety eyewear that cost more than the contracted amount provided the employee is responsible for the difference.

6.3. The employee has two weeks from the issuance of the purchase voucher to obtain safety shoes and/or prescription safety eyewear. If employee has to order shoes and delivery of the product will occur beyond the two weeks, the employee shall notify the Department Safety Shoe/Prescription Safety Eyewear Coordinator, who shall notify Risk Management.

6.4. The employee shall select the appropriate prescription safety eyewear for the specific job requirements. The contracted vendor will work with the employee to ensure that the eyewear is appropriate for the County job.

6.5. Employees transferring between departments with no change in safety shoe requirements, will retain the same voucher anniversary date and will not request a voucher from Risk Management until that original anniversary date.

- 6.6. For an employee transferring to another classification and the job requirements demand a different type of safety shoe, the employee will receive a voucher to meet the new job requirements and the voucher anniversary will change to the new purchase date.
- 6.7. Employees are responsible for maintaining their own personal protective equipment in a secure, clean, and sanitary manner, including repair or replacement of shoes that meet OSHA/ANSI standards. The contracted safety PPE vendors shall make every attempt to provide the employees with information pertaining to the care of their equipment.

7. DEPARTMENT RESPONSIBILITIES

- 7.1. Each Department Director 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).
- 7.2. Department supervisors shall ensure the employees are protected from foot and/or eye hazards by employee use of appropriate personal protective equipment. Supervisors shall also ensure employees are wearing shoes suited for the job performed.
- 7.3. Department supervisors shall perform routine inspections of employee safety shoes and eyewear to ensure compliance with both OSHA and ANSI safety standards and, when necessary, make repair or replacement recommendations as specified in 29 CFR 1910.136 for footwear and 29 CFR 1910.133 for eyewear.

8. SAFETY COORDINATOR RESPONSIBILITIES

- 8.1. The Department Safety Shoe/Safety Eyewear Coordinator will issue fully completed vouchers to designated employees upon the one-year anniversary date of the last voucher issued. A notation on the voucher shall include all safety requirements, e.g., heat-rated, waterproof. The Coordinator shall provide the employee with the names and addresses of all authorized vendor(s) and the appropriate purchase voucher.
- 8.2. Department Safety Shoe/Safety Eyewear Coordinators will instruct employees, upon issuance of the voucher, to return the last copy (yellow page) of the NCR (no carbon required) voucher form, for record keeping purposes.
- 8.3. The Department Safety Shoe/Safety Eyewear Coordinator will issue and track all vouchers to ensure compliance with this procedure.

9. RISK MANAGEMENT'S RESPONSIBILITIES

- 9.1. Risk Management will provide training and support to Department Safety Shoe/Safety Eyewear Coordinators and ensure compliance with established procedures.

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- 9.2. Risk Management will maintain the Master Safety Shoe List located on the Risk Management intranet site.
 - 9.3. Risk Management will provide one purchase voucher on an annual basis to an employee whose job classification has the requirement of wearing safety shoes, prescription eyewear, or both.
 - 9.4. Risk Management will maintain a supply of vouchers for distribution to Department Coordinators.
 - 9.5. Risk Management will receive and review all completed vouchers from the vendors. Risk Management will process payments to the vendor against the Master Agreement after matching the completed voucher with the vendor's invoice.
 - 9.6. Risk Management shall monitor the program to assure the quality and the availability of both safety shoes and prescription safety eyewear are as specified in the current contract or agreement with the vendors.
 - 9.7. Risk Management shall review this procedure annually, whenever a requisition for a new contract is completed, or as the standards change.

10. AUTHORIZED VOUCHER AMOUNTS

Risk Management will review the annual voucher amounts provided for procurement of safety shoes and safety eyewear. Risk Management will post the approved amounts on the Risk Management intranet site no later than June 30th for the next fiscal year.