



## Safety Shoe Policy

Revision 3, January 2023

It is the policy of Salt Lake Community College (SLCC) Facilities Services that employees whose job exposes them to hazards of large or heavy items falling on their feet and/or toes are strongly encouraged to wear safety shoes. This policy shall be administered by the Environmental Health and Safety Office.

Full time employees whose job duties include exposure to the hazards of large or heavy items falling on their feet/toes are eligible to participate. The Environmental Health and Safety Manager, in conjunction with the Crafts and Maintenance Supervisors, shall be responsible to evaluate the hazards and approve employee participation in the safety shoe policy.

Employees must comply with the following conditions to participate:

1. SLCC will reimburse the employee up to \$80.00 toward the cost of safety shoes and/or boots. The reimbursement will not cover the cost of tax.
2. Reimbursement for safety shoes will be once every three years. The Facilities Services Accountant keeps a list of all the safety shoe reimbursements that are processed.
3. Safety shoes must meet the ASTM Rating of F-2413 and have a safety toe (either steel or composite). This rating will be indicated on the tongue tag of the shoes. This rating will be verified by the Environmental Health and Safety Manager.
4. Employee shall purchase their safety shoes at any retail facility that they choose using their own funds.
5. The safety shoes shall only be for and worn only by the employee. Violation of this rule by an employee may subject them to disciplinary action.
6. Employee must submit a completed Safety Shoe Reimbursement form to the Environmental Health and Safety Manager for approval prior to reimbursement. A copy of the receipt for their safety shoes must be attached to the completed form. A link to a PDF copy of the Safety Shoe Reimbursement form can be found on the bottom of the Environmental Health and Safety webpage (<https://i.slcc.edu/facilities/departments/ehs.aspx>).

Approved by:

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