

**TO:** ALL COUNTY PERSONNEL  
**FROM:** VERDENIA C. BAKER  
COUNTY ADMINISTRATOR  
**PREPARED BY:** RISK MANAGEMENT  
**SUBJECT:** SAFETY FOOTWEAR  
**PPM #:** CW-P-037

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**ISSUE DATE**  
August 23, 2023

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**EFFECTIVE DATE**  
August 23, 2023

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To establish policy and procedures to govern purchasing, ordering, and using Safety Footwear.

**UPDATES:**

Future updates to this PPM are the responsibility of the Director of Risk Management.

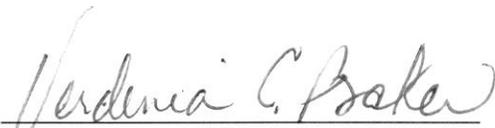
**AUTHORITY:**

- OSHA (Occupational Safety & Health Administration) 29 CFR § 1910.136 - Foot Protection; as may be amended.
- ASTM (American Society for Testing and Materials) F-2413-2005 Standard Specification for Performance Requirements for Protective (Safety) Toe Cap Footwear; as may be amended.
- ASTM F-2412-2005 Standard Test Methods for Foot Protection; as may be amended.
- Chapter 440, Florida Statutes, Florida Workers' Compensation Law, as may be amended.
- ANSI Z41; MI/75, C/75- American National Standard for Personal Protective Footwear, MI75/C75- This line identifies the applicable gender M (Male) or F (Female) for which the footwear is intended, as may be amended.

## **POLICY:**

1. All Safety footwear must meet the ANSI Z41, I 75, and C 75 standard for safety footwear. ANSI-approved Safety footwear (C75, I75) shall be selected based on employees working in areas where there is a danger of foot injuries. Typically occurring from falling or rolling objects, objects piercing the sole, and where such employee's feet are exposed to electrical hazards.
2. Where only a slip hazard is present, (no toe crushing/rolling or sole piercing hazards are present) non-steel toe protection may be appropriate. The type of foot protection to be used should be determined by the user department and/or Risk Management after a full review.
3. County employees requiring special shoes or fitting outside the parameters of the contract specifications, will be evaluated and approved on an individual basis by the contracted vendor or if necessary the Occupational Health Clinic or Employee's medical provider.
4. For hygienic purposes, employees working in extreme environments (e.g. wet and/or excessive soiling) generally require two (2) pairs of safety footwear. This requirement is determined by the user Department and by the recommendations of ES/LC based on specific situations.
5. ES/LC establishes and monitors the Countywide Safety Shoe contract with Purchasing. ES/LC communicates to departments any changes to the Safety Shoe Voucher and the established Safety Shoe Truck schedule. ES/LC will evaluate specific safety footwear requirements and selection based on the hazards present when issues cannot be resolved through the user department.
6. Internal departmental policies will be established by Department/Division Heads to facilitate the full implementation of this PPM. Departmental specific policies to be communicated within an organization include, but are not limited to:
  - Maximum price to be paid by the department for safety footwear.
  - The frequency of ordering safety footwear.
  - Determination and approval of the purchase of more than one (1) pair of safety footwear.
  - Department-specific procedures and contacts.
  - Turn-in policy for unserviceable footwear, as appropriate.

7. Supervisors are responsible to ensure that employees subject to foot hazards have appropriate footwear (ANSI C75, I75) or slip-resistant (if no crushing sole piercing foot hazard is present) ES/LC should be contacted to review the use of any non-steel toe shoes outside of an office environment.
8. Supervisors are responsible for facilitating the purchase of footwear, which is consistent with departmental procedures and this PPM.
9. Supervisors shall fill out the "Safety Shoe Voucher" completely and provide to employees to provide to the Safety Footwear Vendor.
10. Supervisors shall determine if they have employees that may require more than one pair of safety footwear (based on work tasks).
11. The employee shall request a Safety Footwear Voucher and Purchase Order from his/her Supervisor (or other designated individual).
12. The employee will present the completed Shoe Voucher and Purchase Order to the Safety Footwear Vendor and select the appropriate Safety Footwear (consistent with departmental guidelines). While ensuring no additional taxes and fees are included in the sale purchase.
13. The employee will return a copy of the sales receipt to their Supervisor or designee.

  
**VERDENIA C. BAKER**  
**COUNTY ADMINISTRATOR**

**Supersession History:**

1. PPM# CW-P-037, effective 9/1/1989
2. PPM# CW-P-037, effective 3/12/1999
3. PPM# CW-P-037, effective 4/29/1999
4. PPM# CW-P-037, effective 2/1/2008
5. PPM# CW-P-037, effective 5/26/2016

## **Attachment A: Definitions:**

**Chemical resistant (CR):** Footwear, which provides a measure of chemical resistance to the user. CR footwear is not intended to be used for intensive chemical-/wet environments where rubber/neoprene/combo of materials would provide a more effective barrier.

**Conductive (CD):** protective footwear. This footwear provides positive grounding and is usually used in explosive work applications.

**Electrical Hazard (EH):** Footwear, which provides protection and protects the wearer against open circuits. This footwear should be used by anyone who may be exposed to energized electrical sources.

**Insulated (INS):** against the cold. Footwear for extreme environments (e.g. winter months in temperate climates and work in refrigerators and freezers.)

**Metatarsal (MT):** guard for protection of the upper foot and toe area. This footwear is most often selected for work where extreme rolling hazards exist (e.g. foundries and iron workers)

**Non-Metallic Toe (NMT):** caps designed for metal-sensitive areas. Footwear with non-metallic safety toes is generally used in extreme climates where the heat or cold of a metal toecap is a hazard.

**Puncture resistance (PR):** Footwear, which has increased sole, piercing/puncture resistance.

**Safety Shoe Truck:** A mobile vehicle equipped with a variety of styles and sizes of safety footwear chosen to provide protection for work conducted at the County. The truck is staffed by shoe vendor personnel and follows an established schedule at County locations/Departments where significant numbers of employees require safety footwear.

**Safety Shoe Voucher:** PBC form used to purchase Safety footwear from a contracted vendor. The form can be found on County Intranet - Countywide Forms – Risk Management -Safety Shoe Voucher.

**Slip resistant (SR):** Footwear with SR soles are appropriate for work in areas, which have slipping hazards associated with the environment. For extreme slip environments, the work surface may need to be modified, or “high-performance” slip-resistant soles may be required

**Static Dissipating (SD):** Boots and shoes selected with this designation provide protection against the hazards of static buildup in the workplace. Generally, this footwear is appropriate in areas where sensitive electronic equipment is being worked with.

**Steel Toe Footwear (ST):** Footwear which meets ANSI Z41 I/75 and C/75 standards. These designations indicate the performance of the footwear in the areas of toe compression

and impact.

**Waterproof Safety (WP):** Footwear, which is designed for wet environments. Generally, the footwear selected is constructed of rubber, neoprene, nitriles, and with a welt, which is also waterproof