

FACILITIES PLANNING & MANAGEMENT SAFETY SHOE PROGRAM

STANDARD OPERATING PROCEDURES

PURPOSE:	As part of the on-going implementation of the USC health and safety program, this program establishes guidelines and procedures for the issuance and wear of safety shoes that will protect the appropriate Facilities Planning & Management (FPM) trades, grounds, construction staff, and employees working in the field.
WHO IS ELEGIBLE?	Safety Shoes as detailed above, all FPM staff whose job duties require work in the field, working on construction projects, in plant areas, or in shops require closed-toed shoes and the appropriate safety toes for foot/toe protection for their job-specific hazards.
DEFINITIONS:	Employees may purchase any make/model of safety shoe which meets the needed specified rating. However, Facilities Planning and Management will only fund up to the maximum annual allowance noted below. If an employee purchases a shoe that meets the required standard for less than the funding allowance, the difference will not be given to the employee. Each Manager will determine the correct shoe in consultation with the FPM Chief Safety Officer and the Office of Environmental Health and Safety.
GUIDELINE:	Appropriate protective shoes relative to the type of work performed should be always worn. All safety shoes must meet ASTM F2412-05 or F2413-05 standards for substantial footwear.
EMPLOYEE RESPONSIBILITY:	It is the responsibility of the employee to wear the appropriate safety shoes in all situations. This includes assigned work that dictates the need for toe and/or foot protection. Employees must also be accountable for shoes lost or stolen. Failure to wear shoes may result in disciplinary action.
SUPERVISOR RESPONSIBILITY:	Supervisors are expected to perform daily informal inspections of personnel to ensure each employee wears the appropriate footwear. Supervisors shall enforce all safety violations, including safety footwear. Failure of an employee to abide by these guidelines will

result in disciplinary action. Further, supervisors may evaluate and approve the need for more than one safety shoe purpose on a case-by-case basis and must document consistent with the requirements of this program.

ALLOWANCE:

\$200 annually

PROCEDURE:

Employees are expected to buy the proper footwear through the provided on-site mobile trailer or the online Grainger webportal. It is the responsibility of the employee to ensure make sure their personal footwear fits properly and provides adequate protection.