



# Berkeley Facilities Services

## Safety Shoe Program

### PURPOSE:

The Berkeley Facilities Services Safety Shoe Program supplements the University's Personal Protective Equipment Policy and provides the requirements and responsibilities for the use, issuance, and reimbursement of safety shoes for eligible skilled trade staff exposed to electrical hazards, hot, corrosive, poisonous substances, falling objects, and crushing or penetrating actions, per Cal/OSHA's Title 8 C.C.R 3385 on Foot Protection. This program is established to ensure uniform and fair practices among those university employees who are required, as part of their occupation, to wear such protective footwear. This program is not applicable to Facilities Services staff participating in the University's Slip-Resistant Footwear Program or those with minimal or no risk of foot injury.

### POLICY:

Approved protective clothing and equipment must be worn and used as prescribed by law, University, and departmental policy. A written PPE assessment has been conducted for all divisions within Facilities Services to determine PPE requirements. Only safety shoes meeting the minimum qualities identified on the Required Shoe Qualities list, or as required by your Supervisor, will be approved for purchase and/or reimbursement.

Note: There are no exceptions made for "uncomfortable shoes" or "medical waivers". If the standard safety toe footwear cannot be worn, the employee will be offered safety toecaps that may be worn over normal footwear.

The Department will provide up to \$150 towards approved safety shoes every fiscal year, beginning July 1<sup>st</sup> and ending June 30<sup>th</sup> the following year. Employees can obtain approved safety shoes in two ways:

- 1) **Shoe Mobile:** An approved vendor will be onsite at least once a year for employees to try on and purchase pre-approved safety shoes during allotted work hours. Safety shoes selected must meet the minimum qualities found on the Required Shoe Qualities list, or as required by your Supervisor. Employees are responsible for balances exceeding \$150.
- 2) **Reimbursement:** Employees may be reimbursed up to \$150 for work shoes purchased at any retail store of their choice. Safety shoes selected must meet the minimum qualities found on the Required Shoe Qualities list, or as required by your Supervisor.

Program #	Effective Date	Revision Date	Revision #	Department	Page
FSSP-001	May 2021	January 2021	1	ADM Safety	1 of 4



# Berkeley Facilities Services

## Safety Shoe Program

### a. Reimbursement Instructions

#### i. Employee:

1. Purchase safety shoes based on minimum requirements.
2. Complete and submit the Safety Shoe Reimbursement Authorization form.
3. Attach original receipt and shoe specifications to the Authorization form and submit to the Department Safety Coordinator.

#### ii. Department Safety Coordinator:

1. Verify shoe specifications to ensure shoes meet minimum requirements.
2. Complete and submit Safety Shoe Reimbursement Authorization form and applicable attachments for reimbursement.

Program #	Effective Date	Revision Date	Revision #	Department	Page
FSSP-001	May 2021	January 2021	1	ADM Safety	2 of 4

# Berkeley Facilities Services

## Safety Shoe Program

### SAFETY SHOE REIMBURSEMENT AUTHORIZATION

**Employee:** Attach **original receipt** and **shoe specifications**. Submit form to Department Safety Coordinator.

Name: \_\_\_\_\_

UC Path ID: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trade:

<input type="checkbox"/> B.M.W.	<input type="checkbox"/> High Voltage Electrician	<input type="checkbox"/> Roofer
<input type="checkbox"/> Carpenter	<input type="checkbox"/> HVAC Control Engineer	<input type="checkbox"/> Sprinkler Fitter
<input type="checkbox"/> Cement Mason	<input type="checkbox"/> HVAC Sheet Metal Mech.	<input type="checkbox"/> Stationary Engineer
<input type="checkbox"/> Construction Inspector	<input type="checkbox"/> Insulation Worker	<input type="checkbox"/> Steamfitter
<input type="checkbox"/> Custodian	<input type="checkbox"/> Irrigation Mechanic	<input type="checkbox"/> Storekeeper
<input type="checkbox"/> Electrician	<input type="checkbox"/> Locksmith	<input type="checkbox"/> Tree Trimmer
<input type="checkbox"/> Electronics Technician	<input type="checkbox"/> Machinist	<input type="checkbox"/> Truck Driver
<input type="checkbox"/> Elevator Mechanic	<input type="checkbox"/> Manager/Support Staff	<input type="checkbox"/> Utility Plumber Pipefitter
<input type="checkbox"/> Equipment Operating Eng.	<input type="checkbox"/> Motor Pool Auto Tech.	<input type="checkbox"/> Utility Steamfitter
<input type="checkbox"/> Fire and Security Sys. Tech.	<input type="checkbox"/> Painter	<input type="checkbox"/> Zero Waste Technician
<input type="checkbox"/> Gardener/Groundskeeper	<input type="checkbox"/> Pest Management Tech.	
<input type="checkbox"/> Glazier	<input type="checkbox"/> Plumber Pipefitter	

**DSC Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sales Receipt #:** \_\_\_\_\_ **Total Price** \_\_\_\_\_

ACCT	FUND	ORG	PRO
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Program #	Effective Date	Revision Date	Revision #	Department	Page
FSSP-001	May 2021	January 2021	1	ADM Safety	3 of 4

# Berkeley Facilities Services

## Safety Shoe Program

### REQUIRED SHOE QUALITIES

Below are minimum requirements for safety-shoe selection for FS employees per completed PPE Assessments. Safety-shoes are considered PPE and must have the qualities noted below in order to be worn / reimbursed for work activities based upon each trade. All shoes selected must be certified by their manufacturer to meet ASTM F2412-05 and ASTM F2413-05.

	<b>Ankle Support Closed Toe Non-Slip Sole</b> General work shoe / boot.	<b>Protective Toe</b> Steel / Composite Toe protects toes and foot from compression.	<b>Puncture Resistance</b> Steel midsoles protect punctures from below.	<b>Metatarsal</b> Top of foot and toes are protected from drop hazards.	<b>Water / Chem Resistant / Proof</b> Used in wet or chemical hazard areas.	<b>Electrical Hazard</b> Nonconductive sole designed to reduce electric shock hazard (EH).
<b>B.M.W.</b>	REQUIRED	REQUIRED			RECOMMENDED	REQUIRED
<b>CARPENTER</b>	REQUIRED	RECOMMENDED	RECOMMENDED		RECOMMENDED	RECOMMENDED
<b>CEMENT MASON</b>	REQUIRED	REQUIRED	RECOMMENDED		RECOMMENDED	
<b>CONSTRUCTION INSPECTOR</b>	REQUIRED	REQUIRED			RECOMMENDED	RECOMMENDED
<b>CUSTODIAN</b>	REQUIRED	RECOMMENDED			REQUIRED	
<b>ELECTRICIAN</b>	REQUIRED	REQUIRED			RECOMMENDED	REQUIRED
<b>ELECTRONICS TECHNICIAN</b>	REQUIRED	REQUIRED			RECOMMENDED	REQUIRED
<b>ELEVATOR MECHANIC</b>	REQUIRED	REQUIRED			RECOMMENDED	REQUIRED
<b>EQUIPMENT OPERATING ENG.</b>	REQUIRED	REQUIRED	RECOMMENDED		RECOMMENDED	RECOMMENDED
<b>FIRE &amp; SECURITY SYS. TECH.</b>	REQUIRED	RECOMMENDED			REQUIRED	REQUIRED
<b>GARDENER/GROUNDSKEEPER</b>	REQUIRED	REQUIRED	RECOMMENDED	RECOMMENDED	REQUIRED	RECOMMENDED
<b>GLAZIER</b>	REQUIRED	REQUIRED			RECOMMENDED	
<b>HIGH VOLTAGE ELECTRICIAN</b>	REQUIRED	REQUIRED			RECOMMENDED	REQUIRED
<b>HVAC CONTROL ENGINEER</b>	REQUIRED	REQUIRED			RECOMMENDED	REQUIRED
<b>HVAC SHEET METAL MECH.</b>	REQUIRED	REQUIRED			RECOMMENDED	REQUIRED
<b>INSULATION WORKER</b>	REQUIRED	REQUIRED			RECOMMENDED	RECOMMENDED
<b>IRRIGATION MECHANIC</b>	REQUIRED	REQUIRED			REQUIRED	REQUIRED
<b>LOCKSMITH</b>	REQUIRED	RECOMMENDED			RECOMMENDED	RECOMMENDED
<b>MACHINIST</b>	REQUIRED	REQUIRED		RECOMMENDED	RECOMMENDED	RECOMMENDED
<b>MANAGER/SUPPORT STAFF</b>	REQUIRED	RECOMMENDED			RECOMMENDED	RECOMMENDED
<b>MOTOR POOL AUTO TECH.</b>	REQUIRED	REQUIRED		RECOMMENDED	RECOMMENDED	RECOMMENDED
<b>PAINTER</b>	REQUIRED	RECOMMENDED			RECOMMENDED	
<b>PEST MANAGEMENT TECH.</b>	REQUIRED	REQUIRED			RECOMMENDED	
<b>PLUMBER PIPEFITTER</b>	REQUIRED	REQUIRED		RECOMMENDED	REQUIRED	RECOMMENDED
<b>ROOFER</b>	REQUIRED	RECOMMENDED			REQUIRED	RECOMMENDED
<b>SPRINKLER FITTER</b>	REQUIRED	REQUIRED		RECOMMENDED	REQUIRED	RECOMMENDED
<b>STATIONARY ENGINEER</b>	REQUIRED	RECOMMENDED			REQUIRED	RECOMMENDED
<b>STEAMFITTER</b>	REQUIRED	REQUIRED		RECOMMENDED	REQUIRED	RECOMMENDED
<b>STOREKEEPER</b>	REQUIRED	REQUIRED		RECOMMENDED	RECOMMENDED	
<b>TREE TRIMMER</b>	REQUIRED	REQUIRED	RECOMMENDED	RECOMMENDED	REQUIRED	RECOMMENDED
<b>TRUCK DRIVER</b>	REQUIRED	REQUIRED			RECOMMENDED	
<b>UTILITY PLUMBER PIPEFITTER</b>	REQUIRED	REQUIRED		RECOMMENDED	REQUIRED	RECOMMENDED
<b>UTILITY STEAMFITTER</b>	REQUIRED	REQUIRED		RECOMMENDED	REQUIRED	RECOMMENDED
<b>ZERO WASTE TECHNICIAN</b>	REQUIRED	REQUIRED			RECOMMENDED	RECOMMENDED

Program #	Effective Date	Revision Date	Revision #	Department	Page
FSSP-001	May 2021	January 2021	1	ADM Safety	4 of 4