



Berkeley Facilities Services

Safety Shoe Program

PURPOSE:

The Berkeley Facilities Services Safety Shoe Program supplements the University's Personal Protective Equipment Policy and Slip-Resistant Footwear Program, providing 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 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 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 and shoe inserts every fiscal year, beginning July 1st and ending June 30th each following year. Skilled Crafts Unit (KB) employees will be provided up to \$300.

- 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 the employer's allowances.
- 2) **Reimbursement:** Employees may be reimbursed for work shoes and shoe inserts 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.

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a. **Reimbursement Instructions**

i. *Employee:*

1. Purchase safety shoes based on minimum requirements.
2. Complete 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.
2. Complete and submit Safety Shoe Reimbursement Authorization form and applicable attachments for reimbursement.

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SAFETY SHOE REIMBURSEMENT AUTHORIZATION

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

Name: _____

UC Path ID: _____

Signature: _____ Date: _____

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

DSC Approval: _____ **Date:** _____

Sales Receipt #: _____ **Total Price** _____

ACCT	FUND	ORG	PRO
55044	19900	21710	64

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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.

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

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