



INDIANA UNIVERSITY
OFFICE OF THE EXECUTIVE VICE PRESIDENT
FOR UNIVERSITY ACADEMIC AFFAIRS
University Environmental Health and Safety

Foot Protection Program
December 10, 2014

1. INTRODUCTION

1.1. Purpose

Indiana University Environmental Health and Safety (IUEHS) has developed this Program to ensure a safe work environment and to protect the health and safety of Indiana University faculty and staff. This Program is written in accordance with the requirements of Occupational Safety and Health Administration (OSHA) [29 CFR 1910.136](#).

Employees must be aware that safety footwear does not eliminate all hazards to their feet. To reduce the possibility of malfunction, footwear must be properly fitted and maintained in a clean and functional condition.

1.2. Scope

The Foot Protection and Safety Footwear Program pertains to all Indiana University faculty and staff who have a potential for injury to the feet from falling or rolling objects, or objects piercing the sole, chemical or slip hazards, and where such employee's feet are exposed to electrical hazards.

2. AUTHORITY AND RESPONSIBILITY

2.1. Environmental Health and Safety is responsible for:

- 2.1.1. Ensuring departments are aware of and monitoring compliance with the Program;
- 2.1.2. Providing consultation to departments in assessing the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE);
- 2.1.3. Recommending PPE that properly protects each affected employee;
- 2.1.4. Documenting job hazard assessment components, and;
- 2.1.5. Reviewing, updating and evaluating the effectiveness of the Program.

2.2. Departments are responsible for:

- 2.2.1. Conducting specific job hazard assessments to determine hazards which necessitate the use of PPE (including safety footwear) and providing documentation to IUEHS;
- 2.2.2. Advising employees as to the required PPE (including safety footwear) for their job tasks;
- 2.2.3. Ensuring safety footwear is being worn by each affected employee during all job tasks which require such protection;
- 2.2.4. Maintaining documentation of job hazard assessments;
- 2.2.5. Documenting provision of safety footwear allowances; and
- 2.2.6. Contacting Environmental Health and Safety when a hazard or process has changed which may render previously used PPE ineffective.

2.3. Employees are responsible for:

- 2.3.1. Inspecting all PPE prior to each use;
- 2.3.2. Wearing PPE upon the direction of their immediate supervisor;
- 2.3.3. Notifying their supervisor when new PPE is necessary or of defective or damaged PPE; and
- 2.3.4. Notifying their supervisor of any changes which might impact the type of PPE they utilize.

3. PROGRAM ELEMENTS

3.1. General Requirements

- 3.1.1. Foot protection shall be worn when there is a potential for injury to the feet from falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards.
- 3.1.2. Protective footwear must comply with ANSI Standards Z41-1991 and Z41-1999, "American National Standard for Personal Protection-Protective Footwear", ASTM F-2412-2005, "Standard Test Methods for Foot Protection", and ASTM F-2413-2005, "Standard Specification for Performance Requirements for Protective Footwear".
- 3.1.3. Foot protection in the laboratory shall be consistent with those requirements of the [Chemical Hygiene Plan, section 3.2.5 Personal Protective Equipment](#).

3.2. Safety Footwear Allowance

- 3.2.1. Indiana University will offer a safety footwear allowance for full-time employees who purchase safety footwear when safety footwear is required PPE. Indiana University temporary employees and temporary agency employees may be excluded from this allowance at the department's discretion; otherwise, departments are required to pay this allowance.
- 3.2.2. Footwear will not be replaced more frequently than once every twelve months from the date of the prior purchase, except in cases of documented on-the-job damage or deterioration.
- 3.2.3. The recommended allowance is based on the type of safety footwear required or what is negotiated per the Union Contract for that Operating Unit. See Appendix B of this document for specific recommendations.
- 3.2.4. Separate agreements may be made which exceed the recommended allowance if the department chooses. All departments must meet the minimum allowance which is established annually by IUEHS. If the department desires, and safety is not compromised, individuals may select safety footwear that meets their personal taste.
- 3.2.5. If the employee's choice is less expensive than the allowance, the department will pay the provider the actual cost.
- 3.2.6. If the employee's choice is more expensive than the allowance, the employee shall be responsible for the additional cost, and shall make payment as designated by the supplier.
- 3.2.7. Details regarding vendors and the allowance program will be maintained by IUEHS.

4. TRAINING AND RECORDKEEPING

4.1. Training

Training shall be conducted in accordance with those requirements specified in the University Personal Protective Equipment Policy.

4.2. Recordkeeping

Records of PPE hazard assessments, equipment purchase and distribution, and training shall be maintained by the department.

5. REFERENCES

- OSHA 29 CFR 1910.6
- University Personal Protective Equipment Policy

6. REVISIONS

New Document: December 10, 2014

APPENDIX A – GLOSSARY

Employee – Any Indiana University faculty, staff member, or student who is compensated by Indiana University.

Personal Protective Equipment (PPE) - Equipment worn to minimize exposure to a variety of hazards. Examples of PPE include such items as gloves, foot and eye protection, protective hearing devices (earplugs, muffs), hard hats, respirators, vests, and full or partial body suits.

Temporary Agency Employee - An employee working for Indiana University on a temporary basis, through an agency, that has been contracted to provide said employees.

PPENDIX B - SAFETY FOOTWEAR ALLOWANCES

Full-Time employees who are required to wear safety footwear on the job are permitted an allowance for one set of footwear once every twelve months from the date of the prior purchase.

EHS has determined a reasonable allowance based on the type of safety footwear required. Agreements negotiated per the Union Contract for that Operating Unit supersede these recommendations. If the cost for the safety footwear is less expensive than the allowance, the department will pay the provider the actual cost

Composite Toe Work Boot or Shoe – Up to \$120.00

Slip and/or Chemical Resistant Shoe – Up to \$80.00