Policy Statement

All employees of the UMD Facilities Management Department will be governed by this policy. Safety footwear shall be worn at all times as per the provisions of this policy.

Reason for Policy

Definitions

1. Safety Footwear – Any shoe or boot which has a rigid toe cap which meets the minimum standards for impact and compression resistance as provided in the American National Standard Institute (ANSI) 241-1983. The minimum standard is 50 ft-lbs. rating for impact and a compression rating of 50.

2. Safety Boot – A high top boot having a minimum height of 8” with a safety toe which meets impact and compression ratings as listed in 1.

3. Safety Shoes – Any type of loafer or sneaker which meets the minimum impact and compression ratings as listed in 1.

4. Electric Hazard Safety Footwear – A shoe or boot specially constructed with non-conductive components and which meets the impact and compression ratings as listed in 1.

Safety Footwear Policy

1. Safety Footwear - Boots or shoes shall be required of the following Facilities Management employees:

   - Building and Grounds Workers
   - General Construction – Carpenters/Painters
   - Mechanics – Maintenance and Operations, Heating Control, Ventilation, Refrigeration, Elevator, Plumbers, Steamfitters and BSAC
   - Heating Plant Shift Operators
   - Supervisory and technical office staff shall also be required to wear safety footwear while working in the field.

2. Safety Boot shall be required of the following Facilities Management employees:

   - Grounds Power Equipment Operators
   - Auto Shop Mechanics
   - Heating Plant Relief and Maintenance Personnel
3. Electrical Hazard Safety Footwear is required for the following Facilities Management employees:
   • Electricians

4. Safety Footwear, either shoes or boots, is not required to be worn by the following Facilities Management employees:
   • Office Staff
   • Mail Room Personnel
   • Student Custodial Workers
   • Supervisors/Managers while working in the office only

5. Student Employees
   • Student employees when assisting positions listed above are required to wear safety footwear according to the same guidelines as regular employees.

Reimbursement Policy

1. Regular Full-Time Employees
   • The first pair of safety shoes or boots will be reimbursed at 100% of the cost up to a maximum of $125.
   • Subsequent pairs of safety shoes or boots will be reimbursed at 100% of the cost up to a maximum of $125. Employees must have the approval of their supervisor before purchasing replacement shoes or boots.

2. Student Employees
   • Students will be reimbursed 100% of the cost of their safety shoes or boots up to a maximum of $125. Students must have the approval of their supervisor before purchasing replacement shoes or boots.

3. Reimbursement Procedure – Employees must turn in the original sales receipt

Effective Dates

1. This policy is effective as of January 1, 1999.

2. Exceptions to this policy will be determined by the Facilities Management safety committee.

Addition

1. The department will provide a pair of winter style safety boots when job responsibilities require outside activity on an extended and routine basis. (Based on job safety analysis by Supervisor.)

2. Other employees are expected to take usual and customary responsibility for providing their own overshoes or boots to guard against slippage or for warmth when job responsibilities include outside work on an occasional or short-term basis.

3. Reimbursement policy applies.