

**CITY OF MILWAUKEE
DEPARTMENT OF PUBLIC WORKS
FOOT PROTECTION POLICY**

Purpose

The Department of Public Works is committed to maintaining a safe work environment. Wearing proper foot protection, coupled with a continuous emphasis on safety in the workplace, will help in reducing the number of work-related injuries and the potential for a foot injury, trips, slips and/or falls. This Safety Program complies with the Occupational Safety and Health Administration (OSHA) standard for foot protection as found in 29 CFR 1910.136 and the City of Milwaukee Work Rules.

Policy

Each affected employee shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, slips and falls from wet or slippery floors and where such employee's feet are exposed to electrical or other such hazards.

General Requirements

During the course of employment, employees are required to wear protective footwear at all times during their work shift to protect from falling or rolling objects, or objects piercing the sole of the boot. ALL Department of Public Works Employees are required to wear a minimum six (6) inch high lace safety boot Leather or Leather/Ballistic Nylon boot, except for Fleet Mechanics, Supervisors and Managers, who are able to wear safety shoes. Safety boots must be completely intact, with no visible rips, holes, or tears. Replacement of safety boots is required when soles are cracked, when worn holes are present or when steel or non-metallic toecap (Plastic) is exposed. Athletic type safety (Tennis) shoes will not be allowed under this revised policy.

Management Responsibilities

Managers and Supervisors are responsible for implementing the Foot Protection Policy, in addition to ensuring that employees wear protective footwear when working.

Safety Specialist Responsibilities

To enforce compliance with the OSHA standard for foot protection in the following manner: Informing employees of foot protection hazards on the job, as well as the requirement to wear foot protection, instructing employees on how the safety shoe/boots are obtained under the Policy and ensuring the Safety Program continues to meet all regulations and standards at the Federal, State and City levels as it pertains to foot protection.

Employees Responsibilities

According to 1910.136(a), "Each affected employee shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and/or where such employee's feet are exposed to electrical hazards."

No employee will be allowed to work in hazardous areas without the proper foot protection outlined in this policy. All employees who work in a classification which requires the wearing of an approved safety shoe/boot must comply with the new ASTM standards are F2412-2005 Standard Test Methods for Foot Protection and F2413-2005 Standard Specification for Performance Requirements for Foot Protection. All employees are responsible for and are required to wear safety footwear while performing work duties, in addition to the proper care and maintenance of their foot protection. New employees are required to report with appropriate foot protection on the first day of work.

Foot Protection Requirements

Either steel or non-metallic toe cap safety boots and Leather or Leather/Ballistic Nylon safety boots with a minimum height of six (6) inches are acceptable styles of footwear, Fleet Mechanics, Supervisors and Managers, who are able to wear safety shoes.

Safety Boots Purchase

City of Milwaukee employees whose job classification requires them to wear foot protection will be receiving a subsidy of up to \$175.00 for the cost of their safety shoes/boots. Only one safety shoe/boot subsidy will be granted to a City employee during a calendar year (January 1 to December 31).

An employee must go to a Rogan Shoe Store (Boot Van) for purchases (do not go to any other location). They must have both their employee ID badge and Driver's License when making purchases. Rogan Shoes will also bring Boot Vans onsite and employees will be required to present both their employee ID badge and Driver's License.

For new employees who do not have their employee ID badge, the employee must have their Driver's License and a New Employee Safety Shoe/Boot Form.

Safety boots cannot be purchased for another city employee or non-city employee. Any City of Milwaukee Public Works employee attempting to purchase safety shoes/boots for anyone other than themselves is in violation of DPW Work Rules and will be subject to disciplinary action up to and including discharge.

All employees must be on the City of Milwaukee payroll for eight (8) calendar weeks during the year to be entitled to the subsidy. New employees will receive a Safety Shoe/Boot Form on their first day of employment. If an employee separates for any reason prior to having been on the payroll for eight (8) weeks, the amount of the subsidy used will be deducted from their last paycheck. If an employee's purchase violates the relevant provision any overpayment will be deducted from that employee's paycheck.

Disciplinary Actions

Any employee who does not wear appropriate protective footwear, as required by The City of Milwaukee - Department of Public Works Foot Protection Policy based on their job title and the job duties, may be relieved of their duties until the protective footwear is obtained. They may also be subject to disciplinary action up to and including discharge. If you do not know if you are eligible for safety shoes/boots, then reach out to your manager. If you are an employee who is not required to

have the appropriate safety shoes/boots and you attempt to utilize the City subsidy for the purchase protective footwear, then you may subject to disciplinary action up to and including discharge.

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