

## Notice of Policy Change

POLICY	City of Pocatello Safety Footwear Program
INITIAL ADOPTION DATE:	09/19/2019
UPDATED EFFECTIVE:	10/01/2022
DISTRIBUTION:	All employees in positions identified in Appendix A

APPROVED: \_\_\_\_\_  
signature on file  
**Brian Blad, Mayor**

### **Section I - Purpose**

The purpose of this program is to enhance the employee safety by providing superior quality protective footwear, which meets or exceeds the current OSHA §1910 Standard, ASTM (ANSI) F2412-05 & F2413-05 Standards.

### **Section II – Policy Change**

This is implementation of a new policy to standard footwear purchases for employees to meet IRS requirements and ensure equal application among departments.

### **Section III - Scope**

All employees in the job classifications noted in “Attachment A” are required to wear authorized and approved quality protective safety footwear.

### **Section IV – Policy**

- City of Pocatello Personnel Policy Handbook, Section B: Employee Benefit’s, 13. Safety Footwear Program
  - The purpose of this program is to enhance the employee safety by providing superior quality protective footwear, which meets or exceeds the current OSHA §1910 Standard, ASTM (ANSI) F2412-05 & F2413-05 Standards. Employees will be paid a Safety Footwear Allowance pursuant to the adopted Safety Footwear Program as adopted by City Council.
  - Designated employees are required to wear safety footwear at all times while working in areas requiring safety footwear. These areas are determined by the department head or supervisor. Employees shall ensure that their safety footwear are in safe working order (shoes with exposed steel cap no longer provide the safe protection they were designed for.)
  - The safety boot allowance will be included on all IRS W-2 forms as reportable taxable income and employees is liable for any and all taxes incurred for such

safety footwear reimbursements. Any spending above the allowance will be the responsibility of the employee.

- Standalone policy: City of Pocatello Safety Footwear Program (hyperlinked in handbook)

## **City of Pocatello Safety Footwear Program**

**October 1, 2022 effective date**

### **1) Program Summary**

The purpose of this program is to enhance the employee safety by providing superior quality protective footwear, meets or exceeds the current OSHA §1910 Standard, ASTM (ANSI) F2412-05 & F2413-05 Standards.

### **2) Program Details**

- a) Employees are required to wear safety footwear at all times while working in areas requiring safety footwear. These areas are determined by the department head or supervisor. Employees shall ensure that their safety footwear are in safe working order (shoes with exposed steel cap no longer provide the safe protection they were designed for.)
- b) Employees will be required to acquire safety footwear before working in areas where the use of safety footwear is mandatory.
- c) Employee's failure to acquire the protective footwear within the prescribed timelines or failure to wear the footwear while at work, may subject the employee to disciplinary action up to and including termination.
- d) Supervisors/department heads are required to ensure that new employees with job classifications in "Appendix A" have been provided with the appropriate requirements. The department head and employee shall sign a notice of this policy. Department heads shall provide annual safety footwear information to all employees whose job classification appears on "Appendix A".
- e) Each Department shall be responsible for the implementation and funding of the Safety Footwear Program. Each Department Head will have standard set for each position as explained in Appendix B.
- f) The Safety Footwear requirements as defined by department and position type are requirements of the positions. If an employee reports to work in inappropriate footwear it is subject to disciplinary action.

- g) Medical waivers for foot protection are not acceptable except for temporary conditions as certified by a medical practitioner licensed by the State of Idaho.
- h) The safety boot allowance will be included on all IRS W-2 forms as reportable taxable income and employees is liable for any and all taxes incurred for such safety footwear reimbursements. Any spending above the allowance will be the responsibility of the employee.

### **3) Procedures:**

The use of footwear is mandatory for all City personnel identified in "Attachment A". Within thirty calendar days of employment an employee will be required to obtain safety footwear.

#### **a) Footwear Definitions**

##### **i) Safety Toe Boots:**

- (1) Safety boots high boots shall be 6" height or greater, be leather or composite material, containing protective reinforcement made of steel or composite toes, and include a supported heal. The footwear must meet the American Society for Testing and Materials (ASTM) standard. Slip resistance is recommended.

##### **ii) Work boots:**

- (1) Work boots shall be 6" height or greater, and be leather or composite material with a supported heal. Slip resistance is recommended.

##### **iii) Limited Field Work:**

- (1) Limited field work positions are required to meet the specifications required by job sites, and any OSHA requirements in place due to funding. Slip resistant is recommended. The determination of boot style is determined by the Public Works Director, Deputy Public Works Director, or Parks and Recreation Director. As these positions spend less than 50% of their time in the field they are at the limited field classification.

##### **iv) Waterproof**

- (1) Waterproof shoes that lace or pull on, slip resistance is recommended, and must cover the foot. Ankle and higher are acceptable.

*NOTE: Suede material and wedge soles will not be authorized or approved.*

**4) Repair and Replacement:**

- a) With the exception of extraordinary work related circumstances authorized in writing by their department head, replacement or repair of the safety footwear within that year period will be the responsibility of the employee.

**5) Worker's Compensation Claims involving safety boot damage:**

- a) Any employee who has an on-the-job injury who is not wearing appropriate footwear at the time of the injury is subject to reprimand up to and including termination.

**6) Appeals:**

- a) The Department Head may evaluate, on a case-by-case basis, employee requests for special footwear or exception to this program. If the Department Head approves special footwear or an exception, they shall submit the request to City Public Works Director, Deputy Public Works Director, or Parks and Recreation Director and HR Risk Manager.
- b) Medical certification from the employee's treating physician is required for such requested exception. The treating physician must provide an assessment of viable footwear alternatives that ensure the protection of the employee.
- c) The City Public Works Director, Deputy Public Works Director, or Parks and Recreation Director, along with the HR Risk Manager will have the final approval of authorized alternative footwear and submit a final decision in writing. The employee will be responsible for additional costs above the original dollar value provided by the City for the safety footwear.

## Appendix A

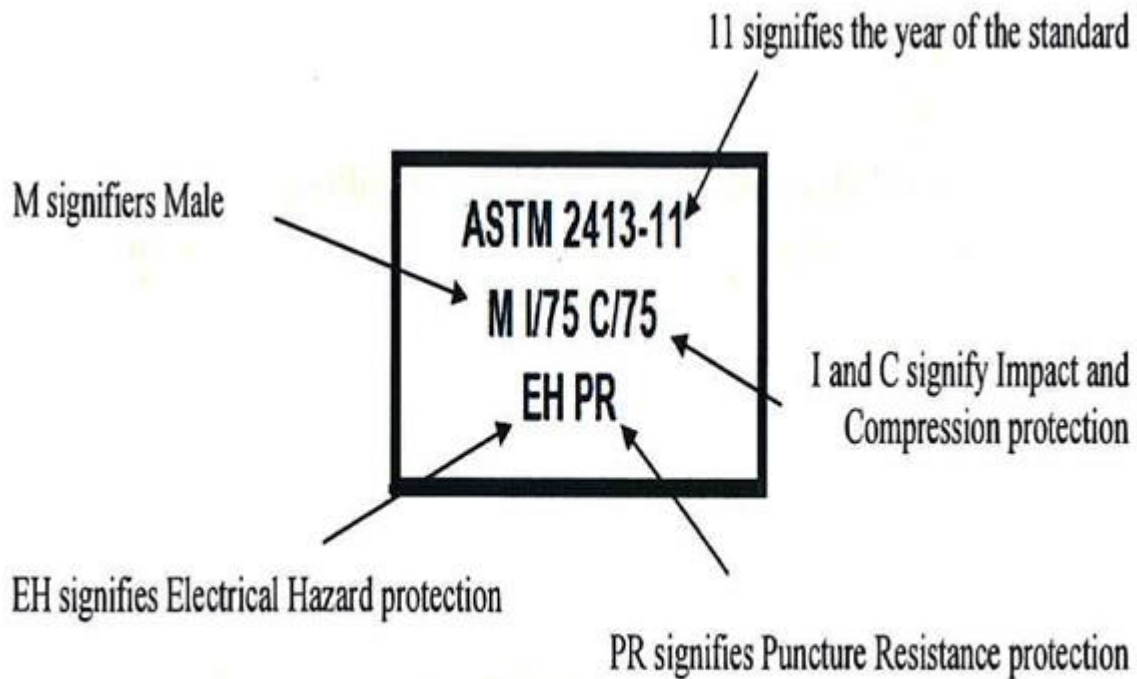
### Position Classifications Allowances for the City of Pocatello Safety Footwear Program

Department	Position	Safety Toe	Work Boots	Limited Field	Water-proof
Airport	Airport Maintenance Supervisor	\$150			
Airport	Airport Operations Specialist		\$100		
Airport	Airport Senior Equipment Operator	\$150			
Airport	Facilities Maintenance Worker	\$150			
Animal Services	Animal Care Specialist				\$50
Animal Services	Maintenance Technician	\$150			
Building	Building Official			\$50	
Building	Building/Mechanical Inspector		\$100		
Building	Electrical Inspector		\$100		
Building	Plumbing & Mechanical Inspector		\$100		
Engineering	City Surveyor			\$50	
Engineering	Engineering Technician			\$50	
Engineering	GIS Coordinator			\$50	
Engineering	Project Manager			\$50	
Engineering	PW Construction Inspector		\$100		
Engineering	PW Development Engineer			\$50	
Engineering	Senior Engineer			\$50	
Engineering	Senior Engineering Technician			\$50	
Fleet	Mechanic	\$150			
Fleet	Mechanic – EVT	\$150			
Fleet	Fleet Operations Coordinator	\$150			
Fleet	Shop Foreman	\$150			
Parks	Cemetery Maintenance Technician	\$150			
Parks	Cemetery Maintenance Lead	\$150			
Parks	Lead Zookeeper		\$100		
Parks	P&R Maintenance Technician		\$100		
Parks	Parks Coordinator		\$100		
Parks	Parks Supervisor		\$100		
Parks	Superintendent			\$50	
Parks	Welder-Fabricator	\$150			
Parks	Zoo Maintenance Technician		\$100		
Parks	Zoo Manager		\$100		
Parks	Zookeeper		\$100		
Public Works	Environmental Technician			\$50	
Public Works	Public Works Director/City Engineer			\$50	
Public Works	Science & Envir. Administrator			\$50	
Sanitation	Sanitation Operations Lead	\$150			

Sanitation	Sanitation Operations Supervisor	\$150			
Sanitation	Sanitation Operator	\$150			
Sanitation	Sanitation Operator Apprentice	\$150			
Sanitation	Senior Sanitation Operator	\$150			
Sanitation	Welder / Fabricator / Machinist	\$150			
Street	Equipment Operator		\$100		
Street	Lead Equipment Operator		\$100		
Street	Lead Pavement Marking & Sign Tech.		\$100		
Street	Pavement Marking & Sign Technician		\$100		
Street	Senior Equipment Operator		\$100		
Street	Street Maintenance Supervisor		\$100		
Street	Traffic Operations Supervisor			\$50	
Street	Traffic Signal Electrician		\$100		
Street	Master Electrician		\$100		
Street	Utility Locator		\$100		
Transit	Mechanic	\$150			
Transit	Facilities Maintenance	\$150			
Transit	Transit Maintenance Supervisor	\$150			
Utility Billing	Meter Reader Supervisor		\$100		
Utility Billing	Senior Meter Reader/ Telemetry		\$100		
Water	Construction Worker	\$150			
Water	Day Service Worker	\$150			
Water	Equipment Operator	\$150			
Water	Lead Construction Worker	\$150			
Water	Lead Plumber/Valve Specialist	\$150			
Water	Night Service Worker	\$150			
Water	Water Distribution Supervisor	\$150			
Water	Pump & Purification Tech	\$150			
Water	Senior Equipment Operator	\$150			
Water	Water Mainline Foreman	\$150			
Water	Water Construction & Mainline Supervisor	\$150			
Water	Water Meter Technician	\$150			
Water	Water Operations Supervisor	\$150			
Water	Water Superintendent			\$50	
Water	Water Warehouseman	\$150			
Water	Welder-Fabricator	\$150			
WPC	WPC Collection System Operator	\$150			
WPC	WPC Collection System Supervisor	\$150			
WPC	WPC Electrical/Instrumentation Assistant	\$150			
WPC	WPC Facilities Maintenance Worker	\$150			
WPC	WPC Instrumentation & Prog. Tech	\$150			
WPC	WPC Lab Technician I	\$150			
WPC	WPC Lab Technician II	\$150			
WPC	WPC Lab Technician III	\$150			
WPC	WPC Lead Collection System Operator	\$150			

WPC	WPC Lead Plant Operator	\$150			
WPC	WPC Mechanic/Welder	\$150			
WPC	WPC Plant Electrician	\$150			
WPC	WPC Plant Maintenance Supervisor	\$150			
WPC	WPC Plant Maintenance Technician	\$150			
WPC	WPC Plant Operations Supervisor	\$150			
WPC	WPC Treatment Operator	\$150			
WPC	WPC Pretreatment/Lab Supervisor	\$150			
WPC	WPC Pump & Generator Specialist	\$150			
WPC	WPC Senior Collection System Operator	\$150			
WPC	WPC Senior Plant Operator	\$150			
WPC	WPC Superintendent			\$50	
WPC	WPC Utility Systems Technician			\$50	

## Appendix B Footwear Safety Standards



### EXAMPLE ASTM F24513-11 LABEL

ASTM (American Society for Testing and Materials) 2413 sets the minimum standards and testing procedures for safety footwear.

The identification of the ASTM 2413 standard is:

- LINE 1 - ASTM F2413-11 (The F2413 identifies the ASTM Standard and the "11" signifies the year of the standard)
- LINE 2 - F (Female) or M (Male) and I/75 (Impact safety-toe protection) and C/75 (Compression safety-toe protection)
- LINE 3 - Used to reference additional protective features and they should appear in the order that they appear in the standard, i.e. Mt, Cd, EH, SD, PR.

#### How do I Read and Understand the Labels?

##### 1) Impact ( I ) and Compression ( C ) Resistance

- a) A safety test is performed by dropping a 50-pound weight from a predetermined height (1.5 feet) at a designated speed. The I/75 C/75 rated footwear will protect the wearer's toes from an impact of up to 75 foot-pounds and compressive loads up to 2,500 pounds.
- b) The clearances under the safety toe after the test is performed are as follows:
  - i) Men-0.500 Inch (12.7mm)



- ii) Women-0.468 Inch (11.9mm)
  - c) \*The standard doesn't cover the use of 'aftermarket add-on' protective toe devices\*
- 2) Metatarsal - MT
  - a) Metatarsal protection is designed to prevent or reduce injuries when the toe and metatarsal areas of the foot are exposed to hazards. The metatarsal test is performed by dropping a 50 pound weighted bar 1.5 feet onto the metatarsal guard. (75 foot-pounds of impact energy.) The impact energy is the same as for the safety- toe impact. The clearance is measured by inserting a wax foot-form into the shoe to accurately measure the deflection of the metatarsal guard on the interior of the shoe.
  - b) The clearances under the metatarsal guard after the metatarsal impact are as follows:
    - i) Men- 1 Inch (25.4mm)
    - ii) Women-0.937 Inch (24mm)
  - c) The standard doesn't cover the use of 'after market add-on' guards
- 3) Conductive Footwear- CD
  - a) Conductive footwear is designed to discharge static electricity from a person's body through their shoes to the ground. This type of footwear is designed to minimize static electricity and take the "charge" out of your body so static discharge sparks do not occur.
  - b) The electrical resistance of conductive protective footwear should range between 0 and 500,000 ohms. (One-half Mega Ohm)
- 4) Electrical Shock Resistant Protection- EH
  - a) EH protective footwear is designed to reduce the hazards due to accidental contact with live electrical circuits and is only meant to be used as a secondary protection for electrical hazard environments.
  - b) The outer surface of the sole and heel shouldn't be penetrated by any electrically conductive component, like nails in the heel.
  - c) EH shock resistant footwear must be capable of withstanding the application of 18,000 volts at 60 Hz for 1 minute with no current flow or leakage in excess of 1.0 milliampere.
- 5) Static Dissipating Footwear-SD
  - a) SD protective footwear is designed to reduce the buildup of excess static electricity by conducting body static charge to ground, while maintaining a sufficient high level of resistance that protects the wearer from electrical hazards due to live electrical circuits.
  - b) The electrical resistance must be greater than 1,000,000 ohms (1 Mega Ohms) and not exceed 100,000,000 ohms (100 Mega Ohms).
- 6) Sole Puncture Resistant Footwear - PR
  - a) Puncture resistant footwear includes a sole puncture resistant device (usually below the insole) which reduces the possibility of puncture wounds to the bottom of the feet.
  - b) PR footwear should withstand a minimum nail penetration force of 270 pounds.

## Appendix C: Department and Position Standard Requirements

This form needs to be completed and submitted to Human Resources prior to the fiscal year allowance payment to employees. Form is also available online at: <https://employees.pocatello.us/forms/>

Fiscal Year: \_\_\_\_\_

Department: \_\_\_\_\_

Position: \_\_\_\_\_

Allowance Amount (circle 1): \$150    \$100    \$50

Indicate the footwear safety features by checking the boxes below.

Safety Toe (employee choice)	<input type="checkbox"/>	Ankle Support	<input type="checkbox"/>
Steel Toe	<input type="checkbox"/>	Lug Soles	<input type="checkbox"/>
Aluminum Toe	<input type="checkbox"/>	Puncture Resistant Sole (PR)	<input type="checkbox"/>
Composite Toe	<input type="checkbox"/>	Metatarsal Protection (MT)	<input type="checkbox"/>
Electrical (Please specify)		Non-Slip	<input type="checkbox"/>
Static Dissipative (SD)	<input type="checkbox"/>	Waterproof	<input type="checkbox"/>
Conductive (Cd)	<input type="checkbox"/>	Water resistant	<input type="checkbox"/>
Anti-Static (ESD)	<input type="checkbox"/>	Chemical Resistant	<input type="checkbox"/>
Dielectric Insulation (DI)	<input type="checkbox"/>	Heat or Cold	<input type="checkbox"/>
Laces	<input type="checkbox"/>	Other:	<input type="checkbox"/>

Supervisor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Department Head Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_

Please submit completed form to Human Resources or submit online.

**For submission tracking**