

Safety Shoes At-A-Glance

June 2008

The Laboratory will subsidize protective footwear issuance up to the current authorized amount of \$120.00 effective April 1, 2005. If the employee selects safety shoes for which the total cost (including sales tax) exceeds this allowance, the difference must be paid by the employee. Any cost above the allowance can be paid by payroll deduction, or by the employee at the time of purchase.

EMPLOYEE STEPS

Employee must have on file the Safety Shoe Issuance Form (SSIF) for each time they purchase shoes from an outside vendor or with the on-site Shoemobile. This form must be approved by the Business Manager. Obtain this form from this website

<http://www.lbl.gov/ehs/ih/ppe.shtml#sshoes>

If purchased through the on-site Shoemobile

- Employees will take the original approved SSIF to the Shoemobile to process payment through an appropriate Project ID.

If purchased through outside vendor

- Employees may claim purchase of shoes up to the current authorized amount through the Request for Issuance of Check (RFIC). The SSIF must accompany the original purchase receipt and the RFIC.

SUPERVISORS ROLE

The SSIF form copy will be forwarded to the employee's supervisor. Supervisors must review the nature of their employee's work to ensure that appropriate safety requirements are met.

As a reminder, LBNL/PUB-3000, HEALTH AND SAFETY MANUAL (Revised May 2003) can be located at <http://www.lbl.gov/ehs/pub3000/>

Also note, per PUB-3000, Section 19.3, Foot Protection:

The Laboratory encourages the wearing of safety shoes by making them available to all employees at cost, delivered from a manufacturer's shoemobile. For certain types of work, wearing safety shoes is required by Laboratory policy or by federal regulations (29 CFR 1910.136), as specified in American National Safety Standard Z41.1. Examples are work that exposes employees to foot injuries from hot, corrosive, or poisonous substances; work in shops, in equipment handling, or in construction jobs where there is a danger of falling objects; or work in abnormally wet locations.