

	<b>SAFETY WORK BOOTS POLICY</b>	Page 1 of 3
Original Issue Date: 12/26/15	Last Reviewed: 04/13/22	Revision Number: 0

## **PURPOSE AND SCOPE**

To outline the positions that require safety work boots as well as the general guidelines for obtaining safety work boots.

## **DEFINITIONS**

*Safety Work Boots:* A durable boot or shoe which protects the foot from falling or rolling objects, or objects piercing the sole, or when the use of protective footwear will protect the affected employee from an electrical hazard; Meets or exceed the requirements and safety standards as defined by Occupational Health & Safety Administration (OSHA).

## **APPLICABILITY**

This policy applies to the following positions:

- Arborist/Urban Forestry Coordinator
- Arborist Ground Helper
- Building Code Official
- City Engineer
- Code Enforcement Official, I & II
- Electric Ground Technician
- Electric Line Technician, including all Classes
- Electric Lead Line Technician
- Electric Line Supervisor
- Electric Director
- Engineering Technician
- Facilities & Maintenance Coordinator
- Mechanic
- Head Mechanic
- Meter Technician, I & II
- Technical Services Supervisor
- Parks Maintenance Coordinator
- Parks & Recreation Director
- Recreation Coordinator
- Parks Superintendent
- Public Works Director
- Public Works Equipment Operator
- Public Services Superintendent
- Facilities & Maintenance Coordinator
- Streets & Utilities Supervisor
- Warehouse Coordinator
- Water & Wastewater Technician

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**GENERAL GUIDELINES**

1. Safety work boots will be purchased each October.
2. A newly hired employee filling any of the above eligible positions will have their initial pair of safety work boots purchased for them after a successful three (3) month evaluation as a part of their six (6) month introductory period.
3. Supervisors will be responsible for selecting the appropriate safety work boots from an approved vendor of safety work boots which meet the safety requirements of their department’s approved positions.
4. The Supervisor or their designee will arrange appointed times to have fittings of the safety work boots performed.
5. Safety work boot purchases shall be charged to a City issued credit card, a Purchase Order approved and receipts forwarded to the Finance Department.
6. Employees with the job titles listed above shall properly wear their safety work boots at all times when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or when the use of protective footwear will protect the affected employee from an electrical hazard, such as a static-discharge or electric-shock hazard, that remains after the employer takes other necessary protective measures.
7. The maximum price per pair of boots is \$160.00, as approved by the respective Appointing Authority.

**PUBLIC RECORDS**

Not Applicable.

**VIOLATIONS**

Employees violating this policy may be subject to disciplinary action in accordance with City policies, departmental operating procedures and/or collective bargaining agreements.

If you have questions regarding appropriate use of this policy, please contact your supervisor, the Human Resources Administrator or your respective Appointing Authority.

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*Appointing Authority Signature*

*Date*

I, \_\_\_\_\_, acknowledge that I have received and read a copy of this policy.

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*Employee Signature*

*Date*