

Safety Shoe Replacement Approval Form

Only complete the form if you are requesting a shoe voucher and it has been less than a year since your last one.

Reminder: Employee will be able to request for a new shoe voucher one year from printed shoe voucher date.

Additional purchases (e.g., insoles, socks, etc.) will be at the employee's expense.

Employee Name: _____

Date: _____

Dept/Shop: _____

Shoes being replaced: Soft Toe Steel/Hard Toe

Shoe Style/Size: _____

Reason for request:

It is the responsibility of the employee to provide evidence to their supervisor/manager that existing safety footwear requires replacement.

Employee Signature: _____

I acknowledge that my safety shoes are in need of replacement, and that wearing safety footwear that meets or exceeds the ASTM/ANSI standard is a requirement of my job and their use is expected during work activities requiring foot protection.

Supervisor/Manager Signature: _____

I acknowledge that employee's safety shoes need replacement. I authorize the employee listed on this form to receive a shoe voucher. Employee shall discard their old safety shoes upon receipt of the replacement.

Check box if safety shoes were issued less than 9 months prior.

Director Signature: _____

This form authorizes the purchase of one pair of safety shoes.

Approved Amount: \$ _____

For EHS Use Only

Date of last voucher issued: _____

Signature of EHS staff issuing replacement voucher: _____

Please sign and return this form to the EHS office, T-1475.

Safety Shoe Replacement SOP

1. Safety Shoe Replacement Approval Form Collection:

Employees are required to collect the Safety Shoe Replacement Approval Form from the EHS office or print a copy from the EHS website and take to EHS. The EHS office will enter the date of the last voucher issued in the designated green box at the bottom of the form.

2. Form Completion and Supervisor/Manager Approval:

After receiving the form, employees must complete all required fields and submit the form to their supervisor/manager for review and approval. The supervisor/manager will then forward the form to the Senior Director of Facilities Management for their signature and approval of the voucher amount.

3. Submission and Voucher Issuance:

Once the form is fully completed and signed, employees must return it to the EHS office. Upon receipt, a voucher reflecting the approved amount will be issued to the employee for the purchase of safety shoes.