



## **Foot Protection Program**

### **I. Policy**

There are numerous groups at California State University, Fullerton (CSUF) involved in daily tasks that expose them to hazards that can cause injuries to their feet. Appropriate foot protection shall be required for employees who are exposed to any environment which may cause foot injuries.

### **II. Authority**

California Code of Regulations, Title 8, Section 3385 and Code of Federal Regulations, Title 29, Section 1910.132 and 1910.136.

### **III. Safety Shoe Requirements**

Protective footwear shall be required for all employees whose job requires them to work in areas where there is a danger of foot injuries due to electrical hazards, hot surfaces, corrosive, poisonous substances, falling or rolling objects, crushing or penetrating actions, and abnormally wet or oily locations.

All protective footwear must comply with the following standards:

- ASTM F-2412-2005, "Standard Test Methods for Foot Protection".
- ASTM F-2413-2005, "Standard Specification for Performance Requirements for Foot Protection".

Standard safety-toed footwear (non-electrical) must also comply with the following standard:

- ANSI Z41 PT 99 C-75, I-75

Standard electrical protection safety footwear must comply with the following standard:

- ANSI Z41 PT 99 C-75, I-75, EH

These guidelines will ensure protective footwear worn by all CSUF employees exposed to foot hazards will meet or exceed the regulatory requirements.

### **IV. Program**

#### **Personnel Affected**

1. Campus wide

- Staff, faculty, and student-employees are required to wear appropriate footwear while in areas where they can be exposed to any of the hazards listed in Section III.
- Students are expected to wear appropriate footwear while participating in laboratory/instructional exercises campus-wide. Sandals or other open-toed shoes are not to be worn while engaging in these activities.

## 2. Capital Programs & Facility Management (CPFM)

Safety-toed footwear requirements shall apply to all employees working in the groups identified below. Unless specified by specific tasks, groups identified shall wear approved protective footwear while performing the normal duties of their positions.

### Group I

- Trades (Plumbing, Carpenter, Paint, Electric, Locksmith, Building Service Engineer, Auto Mechanic)
- Landscape Services
- Logistical Services (Shipping & Receiving, Material Control, Mail Center)

All employees in Group I shall be required to wear protective footwear (safety-toed) as required in the aforementioned Safety Shoe Requirements in section III while performing their normal job duties.

### Group II

- Custodial Services
- Construction Project Managers and Inspectors

Custodial floor crews shall wear protective footwear while performing the application, removal, and polishing of wax floors.

CPFM project managers and campus inspectors shall wear protective footwear while conducting meetings and inspections in areas with hazards as described in the aforementioned *Safety Shoe Requirements* in section III.

Appendix A CPFM Shoe Voucher Program.

**Responsible Executive:** Vice President for Administration and Finance

**Responsible Office:** Environmental Health and Safety

**Revised:** 09/2001; 06/2009; 04/2022

## Appendix A to CSUF Foot Protection Program CPFM Shoe Voucher Program

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Capital Programs & Facility Management (CPFM) shall provide safety footwear for all new staff and student employees. CPFM will pay for replacement safety footwear, except when the employee has lost or intentionally damaged the footwear. [§1910.132(h)(5)].

### **Non-Slip Footwear:**

Non-slip footwear (non- safety toe) shall be provided for all staff and student employees whose job includes working on wet or oily surfaces that create a risk for slips and falls, such as Custodial Services. Staff are expected to wear their non-slip shoes whenever working on a wet or slippery surface, and when a danger of foot injuries due to falling or rolling objects does not exist. The University will pay up to \$200 for non-slip safety footwear once per year. If an employee does not utilize their voucher for a given year, the voucher will be invalid. The employee will be able to purchase any shoe related accessory (insoles, laces, mink oil, socks) with their voucher, as well two pairs of shoes if the voucher allows for it.

### **Safety Toe Footwear:**

Safety toe footwear shall be provided for all staff and student employees whose job requires them to work in areas where there is a danger of foot injuries due to falling or rolling objects, objects piercing the sole, or working on wet or oily surfaces. Staff and student employees are expected to wear their safety-toed protective footwear whenever performing work that involves a risk for foot injuries. The University will pay up to \$200 for safety-toed footwear once per year. If an employee does not utilize their voucher for a given year, the voucher will be invalid. The employee will be able to purchase any shoe related accessory (insoles, laces, mink oil, socks) with their voucher, as well two pairs of shoes if the voucher allows for it.

All protective footwear must comply with any of the following standards:

- ASTM F-2412-2005, “Standard Specification for Performance Requirements for Protective Footwear”.
- ANSI Z41-1999, “American National Standard for Personal Protection – Protective Footwear”.
- ANSI Z41-1999, “American National Standard for Personal Protection – Protective Footwear”.

## *Purchasing*

- The voucher will expire 30 days from the date written on the voucher form.
- There is a map of locations where you can purchase your shoes on the back of the voucher.
- The voucher will cover up to \$200.00.
- If you choose to purchase shoes that cost more than the amount written on the voucher, you will be required to pay the remaining balance.
- If the shoes you select cost less than the amount written on the voucher, you can use the remaining balance on any other shoe related accessory, or even purchase two pairs of shoes.

## *How often do I get new shoes?*

- Employees get one pair of shoes when hired.
- A shoe truck comes to campus once a year where employees can get new shoes.
- If you are not available when the shoe truck comes to campus, contact Environmental Health and Safety to make arrangements to get a shoe voucher.

## *Questions?*

If you have any questions, please contact Environmental Health & Safety at [safety@fullerton.edu](mailto:safety@fullerton.edu) or (657) 278-7233 (S-A-F-E)