

# UNIVERSITY OF TOLEDO

SUBJECT: FOOT PROTECTION / EYE PROTECTION  
(SAFETY SHOES / PRESCRIPTION SAFETY GLASSES)

Procedure No: S-08-021

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## PROCEDURE STATEMENT

Safety shoes / prescription safety glasses will be provided to those employees who are identified, by the nature of their job and the types of tasks they perform, as having a need for them.

## PURPOSE OF PROCEDURE

To prevent foot, toe and eye injuries among those employees whose job tasks expose them to the possibility of such injuries; to comply with OSHA requirements regarding safety footwear and safety eyewear.

## FOOT PROTECTION

Safety shoes which meet the current ANSI standard will be provided to employees in identified high-risk tasks in the following departments: Facilities Maintenance, Environmental Services/Building Services, Receiving and Stores, DLAR and Grounds. Department managers in each of the above-mentioned areas will be responsible for determining whether a staff member in the department falls under the guidelines for determining who needs safety shoes. The guidelines are as follows:

There is reasonable probability that serious injury to the feet or toes can be prevented by the providing of such equipment; and the employee spends any part of his/her work day in areas where packages, boxes, pallets, building materials or other items of considerable weight are stored, transferred for distribution or loaded for disbursement.

The University of Toledo will provide safety shoes to all employees required to wear them. Reimbursement is done independently between both campuses. They are as follows:

Health Science Campus: Required employees are entitled to one pair of steel toed shoes per year with a maximum reimbursement of \$125 at the expense of the Safety & Health Department. An original receipt must be submitted to Safety & Health in order to be reimbursed.

Main Campus: Required employees are entitled to one pair of steel toed shoes per year with a maximum reimbursement of \$105 at the expense of the employee's department. Employees will receive a check annually from their department. Grounds and qualifying Building Services employees will be provided winter footwear.

Department managers should consult with the Director of Safety & Health to determine the employee's protective needs.

Safety shoes that are prematurely worn through normal use will be replaced as needed, if deemed necessary by the department manager, in consultation with the Safety & Health Department.

When an employee is identified as being at risk for foot or toe injury, and safety shoes have been provided for that employee, the wearing of safety shoes shall be mandatory.

The employer shall have the right to initiate disciplinary action against any employee who puts himself/herself at risk of injury by not wearing safety shoes that have been provided to that employee for his/her protection.

Employees may be added to/removed from the identified list of high-risk employees as their circumstances change.

## PRESCRIPTION SAFETY GLASSES

The University of Toledo will provide prescription safety glasses to all employees required to wear safety glasses that also require vision correction. The prescription safety glasses must meet the ANSI 287.1 – 2003 standard. Reimbursement is done independently between campuses. They are as follows:

Health Science Campus: Required employees are entitled to one pair of prescription safety glasses every two years at the expense of the Safety & Health Department. Only basic frames and lenses are allowed (no no-line bifocals, no tinted or photogray lenses, no high-index lenses). An original receipt must be submitted to Safety & Health in order to be reimbursed.

Main Campus: Required employees are entitled to one pair of prescription safety glasses every two years. The coverage amounts are as follows:

|                   |                 |
|-------------------|-----------------|
| Single Vision     | - \$140 maximum |
| Bi-focal vision   | - \$155 maximum |
| Tri-focal vision  | - \$163 maximum |
| Progressive lense | - \$194 maximum |

Source: Safety & Health Committee

Effective Date: 9/1/94

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1/7/02  
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