



WILLIAM & MARY

CHARTERED 1693

Business Affairs
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DIRECTIVE 785

TITLE: Protective Footwear

EFFECTIVE DATE: December 1, 2024

REVISION OF: Directive 785 – Protective Footwear dated December 5, 2022

I. Scope:

This Protective Footwear Directive applies to all Business Affairs staff members who work in an area with a danger of foot injury, whether full-time or part-time.

II. Purpose:

Establish policies and purchasing guidelines for protective footwear for identified staff members across Business Affairs.

III. Policy:

1. Staff members are required to wear protective footwear when working in areas where there is a danger of foot injury due to falling or rolling objects or objects piercing the sole, or when the use of protective footwear protects the affected staff member from an electrical hazard, such as a static-discharge or electric-shock hazard, that remains after the employer takes other necessary protective measures. Staff members working on slippery surfaces shall also wear appropriate protective footwear.
2. Environmental Health & Safety will identify positions required to wear safety shoes in an annual review, as new positions are created, or by request of the supervisor. The following are the general position categories requiring protective footwear:
 - a. Project Managers (Office of the University Architect)
 - b. Construction Managers
 - c. Grounds, crew members
 - d. Custodial staff
 - e. Building Support workers
 - f. Trades technicians
 - g. Post Office staff

- h. Warehouse staff
 - i. Moving & Storage staff
 - j. Waste & Recycling staff
 - k. Environmental Health & Safety staff
 - l. Parking & Transportation staff (identified positions)
 - m. Members of the Business Affairs Leadership Team, as identified by the AVP
3. When protective footwear is required, the university will provide funding for one pair of protective footwear per employee annually. Funding will be applied to an individual purchase account with Lehigh CustomFit in the following amounts:
 - a. \$90 for slip-resistant-only protective footwear.
 - b. \$175 for general-purpose protective footwear.
 - c. \$175 for Electrical Hazard-rated protective footwear.

Funds do not accrue. If shoes become damaged or additional footwear is needed more frequently, supervisor approval must be provided and submitted to Environmental Health & Safety.
 4. Lehigh Custom Fit, in partnership with Fastenal, is our provider of safety shoes. Shoes will be delivered to the FM Warehouse, where employees will be notified that they are available for pick-up. Instructions for purchasing through an online website will be distributed annually to eligible employees.
 5. Safety shoes will be purchased in partnership with Lehigh unless an exemption is approved. Exemptions may be issued in the following special circumstances:
 - a. A medical note is required if an employee listed in one of the categories above has a medical condition that requires purchasing shoes from an external vendor. Individuals approved to purchase shoes from an external vendor will be issued a shoe stipend.
 - The stipend will appear in the staff member's paycheck in early December every year, issued by Fiscal Operations.
 - b. A medical note is required if an employee listed in one of the categories above has a medical condition that requires exceeding the above allowances. Stipends will be capped at 135% for physician-recommended specialty footwear.
 6. All protective footwear worn by staff members shall comply with any of the following consensus standards as indicated by OSHA 29 CFR Part 1910.136:
 - a. ASTM F-2412, "Standard Test Methods for Foot Protection," and ASTM F-2413, "Standard Specification for Performance Requirements for Protective Footwear,"
 - b. ANSI Z41-1999, "American National Standard for Personal Protection -- Protective Footwear,"
 - c. ANSI Z41-1991, "American National Standard for Personal Protection -- Protective Footwear,"
 7. All slip-resistant footwear shall have designations indicating the shoes are slip-resistant.
 8. Staff members not required to wear protective footwear will not receive the stipend or be reimbursed for the purchase of protective footwear.

IV. Approval, amendment, and guidance:

The Chief Business Officer approved this policy for Business Affairs. The Director of Environmental Health & Safety and Chief of Staff for Business Affairs administer the policy and are directed to review it every six months for effectiveness.

Sean Hughes
Chief Business Officer
William & Mary
Approved on 12.5.2024