

Approved:

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Office: Materials

Topic No: 675-000-010-b


Department of Transportation

SAFETY FOOTWEAR FOR MATERIALS EMPLOYEES

PURPOSE:

To establish procedures for obtaining safety footwear for personnel assigned to the State Materials Office and the District Materials Offices, collectively referred to as "Materials," cost centers.

AUTHORITY:

Sections 20.23(3)(a), 334.048(3), Florida Statutes

REFERENCES:

Section 216.262(1)(f), F.S.
Chapter 60L-32.004, Florida Administrative Code

GENERAL:

The Legislature has provided funding for safety footwear for certain Materials personnel. The Department may provide employees with a footwear allowance in lieu of providing the actual apparel. The continued provision of safety footwear or a footwear allowance is contingent upon funding each fiscal year.

1. PROCEDURE

1.1 The following applies to the provision of footwear:

Safety footwear for Materials personnel is provided for individuals who fill positions that work in, inspect, and/or visit the following work sites and have received requisite approval from the Department of Management Services ("DMS"):

- a. Production facilities

- b. Active construction projects
- c. Mines
- d. Laboratories
- e. Other field work identified by position

1.2 Safety footwear must comply with appropriate American Society of Testing and Materials (ASTM) standards as stated in **Section 1.6.1**. The color of the safety footwear will be at the discretion of the District Materials Engineer or Director Office of Materials.

1.3 The provision of safety footwear or a safety footwear allowance will be in accordance with the DMS-approved perquisite and is contingent upon funding availability. If provided, the footwear allowance will not exceed \$125, before taxes.

1.4 Employees are required at all times to wear Department-authorized safety footwear when in the locations described in this procedure. Safety footwear is to be worn only on official Department business, and may be worn while traveling to and from work.

With prior approval by the unit manager, the only exceptions to wearing of safety footwear are for:

- a. Documented medical or safety reasons
- b. Out of town meetings and training sessions
- c. Visiting public agency offices
- d. Office work periods

1.5 Employees are responsible for the cost of abused or lost safety footwear.

1.6 The Department may provide employees with a safety footwear allowance in lieu of furnishing safety footwear, should doing so be beneficial to the Department. Each office is required to keep track of expenditures (either perquisite or direct purchase) by employee. Employees are only eligible to receive one benefit per year. The necessary perquisite approval(s) must be obtained from DMS, in accordance with DMS rules for providing uniform apparel and/or shoe allowances.

1.6.1 The safety footwear will conform to the following American Society of Testing and Material (ASTM) standards, as a minimum. The ASTM standard number must be printed or stamped by the manufacturer inside each shoe.

- a. Production facilities – ASTM F2413-11 M or F I/75 C/75
- b. Active construction Projects - ASTM F2413-11 M or F I/75 C/75
- c. Mines - ASTM F2413-11 M or F I/75 C/75
- d. Laboratories - ASTM F2413-11 M or F I/75 C/75
- e. Other field work identified by position - ASTM F2413-11 M or F I/75 C/75

1.6.2 As a condition of accepting a safety footwear allowance, the accepting employee must agree to acquire the required safety footwear within 10 working days and to wear only safety footwear as specified in **Section 1.6.1** to work at the locations covered in **Section 1.1** for a period of at least one year from issuance. Failure to acquire and wear the approved safety footwear may result in disciplinary action.

2. TRAINING

There is no training required for this procedure.

3. FORMS

There are no forms required by this procedure.