



**LAKE COUNTY**  
BOARD OF COUNTY COMMISSIONERS  
*County Procedure*

**Title:** Safety Shoes

**Number:** ES-5.01.03

**Approved:** January 7, 2009

**Originator:** Employee Services &  
Quality Improvement

**Review:** January, 7, 2014

**I. PURPOSE AND SCOPE**

The purpose of this document is to provide a written description of Lake County's procedure for purchasing, maintaining and replacement of safety shoes . Lake County employees who are exposed to impact, falling objects, or puncture hazards must wear safety shoes during the course of performing their job.

**II. REFERENCES**

- A. Replaces Safety Shoe Procedure 510.006 dated May 23, 1996.
- B. Lake County Safety Policy (LCC-68)
- C. Lake County Safety Program (ES-5.01.01)

**III. APPLICABILITY**

This procedure applies to all employees of Lake County Board of County Commissioners (BCC) required to wear safety shoes.

**IV. PROCEDURES**

The guidelines in this procedure are designed to reduce employee exposure against occupational foot injuries caused by rough or uneven walking surfaces, slipping hazards, electrical hazards, heat, corrosives, poisonous substances, falling objects, crushing, puncture, or abnormally wet locations.

Individual County departments are responsible for the expense, determination of type and identification of the positions that require safety shoes be worn.

**A. Purchasing Safety Shoes**

1. Safety shoes can be purchased with either steel or composite materials and are subject to approval of the employee's supervisor. Safety shoes may be

purchased from a local store which provides approved safety shoes or the County's approved safety shoe vendor.

2. The County will provide and pay up to \$125.00 annually for the purchase of safety shoes for those employees required to wear safety shoes. Any amount in excess of \$125.00 will be the responsibility of the employee and due at time of purchase. County Purchasing Cards can be utilized for the purchase of safety shoes, in accordance with County Purchasing Card Guidelines.
3. If an incident occurs on the job that affects the protective capability of the safety shoes, the County will pay up to \$125.00 for a replacement pair. The supervisor or manager will ensure that replacement safety shoes are provided in a timely manner.
4. Shipping costs will only be covered if there are no appropriate safety shoes (required by the position) available through a local store providing approved safety shoes or the County's approved safety shoe vendor.

#### B. Types of Safety Shoes

There are many different types of hazards, therefore foot protection is important. Safety shoes must be worn if a specific work area requires that safety shoes be worn.

All safety shoes worn by employees shall be classed according to ANSI Z.41.1991-1999 Standard as prescribed by OSHA (Regulation 29, CFR Part 1910-136).

Employees can chose the color and style of their safety shoes, but only if the safety shoes provide adequate protection against the position's respective exposures and hazards. Employees should determine whether or not a particular brand/style of safety shoes is comfortable prior to purchasing safety shoes.

#### C. Types of Protection

The following are general types of protection provided by safety shoes:

1. Toe Impact Resistance - Safety shoes that provide adequate protection against toe impact must be worn by those who are exposed to potential impact injury to the foot. Impact resistant safety shoes must be worn in workplaces such as those where heavy materials are handled, heavy equipment or machinery is used, construction sites, or machine shops. In such workplaces, safety shoes that incorporating toe impact resistance along with sole puncture resistance are commonly used.
2. Sole Puncture Resistance - Protective footwear with sole puncture resistance must be worn in workplaces where the potential exists for puncture by sharp objects such as nails, wire, tacks, scrap metal or glass.

3. Electric Shock Resistance - Employees who may be exposed to live electrical conductors must wear safety shoes that protect against electrical shock. The soles of such footwear have specific electrical insulating properties that provide electrical shock resistance. It should be noted that such foot protection is provided under dry conditions and the insulating properties of such footwear will deteriorate in wet environments and with wear.
4. Static Dissipative Footwear - In some workplaces, such as where flammable or explosive materials are present or where the buildup of static electricity must be minimized, workers may be required to wear static dissipative footwear. Static dissipative safety shoes have conductive soles that are designed to reduce the accumulation of static electricity. Static dissipative footwear is not to be worn around open electrical circuits or highly charged electrical equipment.
5. Other Protection - Shoe materials, including soles and uppers, must be compatible with the work environment and the tasks conducted. Depending on the potential hazards encountered in the workplace, workers may be required to wear safety shoes which provide further specific protection. This may include footwear made with soles that are resistant to slip, abrasion, oils, chemicals, or heat. Manufacturers of individual footwear can provide data on the performance of their specific products against these hazards and should be consulted when selecting appropriate protective footwear.

#### D. Care and Maintenance of Safety Shoes

Employees are required to provide reasonable care and maintenance of their safety shoes. Shoes are not to be worn for activities away from work, however shoes may be worn to and from work. Intentional damage to safety shoes or other violations of this procedure by an employee may result in corrective action, up to and including termination.

#### V. **RESERVATION OF AUTHORITY**

The authority to issue or revise this Procedure is reserved to the County Manager. The County Manager may authorize exceptions to this procedure when deemed appropriate.

Approved By: Cindy Hall, County Manager  
Date: 1/7/2009