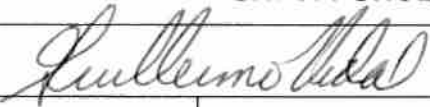


City and County of Denver	POLICY & PROCEDURE	Public Works Department
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GENERAL

This is the Public Works Policy for the purchase and required use of safety shoes for employees in the Public Works Department. This policy supersedes and replaces Public Works Policy 10-S002, Safety Shoe Purchase and Use, dated March 1, 2001.

POLICY

This policy is based on the most current American National Standard 41 (ANSI Z41), April 1991, and Occupational Health and Safety (OSHA) practices; and evaluations of work site hazards.

The ANSI Standard states that the label of safety shoes, which meet the minimum requirements, must contain the following information that describes the qualifications. For Public Works Department employees this label must read on the first line:

ANSI Z41 PT91

The level of metatarsal protection will be defined as follows in the second line and third lines:

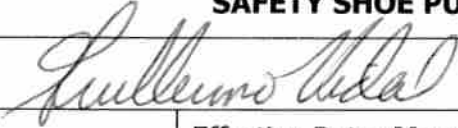
Identification for gender
 F--Female; M--Male
 Impact and Compression Rating
 I/75 C/75

USE

1. All employees who work in jobs that entail a high degree of risk of foot injury, must purchase and wear safety shoes on the hazardous job site that meet the above requirements.
2. All employees in identified jobs must purchase and wear safety shoes at the time of employment.

PURCHASE

1. It is the employee's responsibility to purchase safety shoes, which meet the specifications for their job classification as defined by their Agency.
2. Employees may purchase two (2) pairs of shoes when hired.
3. Employees must fill out a Safety Shoe Authorization Form in triplicate and have it completed and signed by their supervisor.
4. A list of authorized vendors is available on the bottom of the Safety Footwear Authorization Form.
5. The authorized amount that will be paid by Public Works per pair of Safety shoes is \$90.00 credit towards the purchase of safety shoes that ARE NOT Puncture Resistant. The employee must pay the difference at the time of purchase.
6. The employee will leave the yellow and white copies of the form with the vendor. The employee must also show the vendor a City Identification card.

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7. The Department will pay for one pair of shoes per year but may approve purchase of an additional pair, if authorized by the Agency based on wear demonstrated by the employee.
8. The dollar amount of the credit will be reviewed periodically and adjusted accordingly.

COMPLIANCE

1. All employees who have been designated below shall comply with this policy.
2. Non-compliance and/or non-enforcement shall be cause for disciplinary action.
3. If any injury occurs to an employee who does not comply with this policy, that employee may lose up to 50% of their Worker's Compensation Lost Wages benefits.

The following employee classification/job performance levels are to have the following defined requirements.

CAPITAL PROJECTS / ENGINEERING / CONSTRUCTION ENGINEERING

Sole Requirements: Concrete, Slip Resistant

- All employees

SOLID WASTE

Sole requirements: concrete, slip resistant

- Equipment Operators ▪ Foremen ▪ Heavy Equipment Operators ▪ Inspectors ▪ Supervisors

Lace up Boot, in addition to the above requirements

- Utility Workers

WASTEWATER OPERATIONS

Sole Requirements: Concrete, Slip Resistant

- All Employees

Chemical resistant soles

- Laboratory employees


FLEET MAINTENANCE

Sole requirements: concrete, oil resistant, slip resistant

- Associate Heavy Equipment Mechanic ▪ Automotive Mechanic ▪ Automotive Parts Handler ▪ Automotive Service Technician ▪ Body worker ▪ Director ▪ Heavy Equipment Mechanic ▪ Heavy Equipment Service Technician ▪ Machinist ▪ Senior Analyst ▪ Service Worker ▪ Stock keeper ▪ Supervisor/Superintendent▪

Electrical Hazard, concrete, slip resistant, oil resistant

- Electrician

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STREET MAINTENANCE

Sole requirements: concrete, oil resistant, slip resistant, heat resistant

- Lay Down Crews ▪ Asphalt Plant

Lace up boots, Sole Requirements: Concrete, Slip Resistant

- Equipment Operators ▪ Heavy Equipment Operators ▪ Utility Workers

TRAFFIC ENGINEERING SERVICES

Sole requirements: concrete, Slip Resistant

- Utility Workers ▪ Equipment Operators ▪ Signal Repair Technicians

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