



NATIONAL HIGH MAGNETIC FIELD LABORATORY

Operated by Florida State University, University of Florida, Los Alamos National Laboratory
Florida State University, 1800 East Paul Dirac Drive, Tallahassee, Florida 32310
Phone: (850) 644-6955 • Fax: (850) 644-0233 • e-mail sutton@magnet.fsu.edu • www.magnet.fsu.edu

October 5, 2007

Re: Footwear Policy

Open toes shoes are not allowed in the following areas at the NHMFL:

Labs or rooms that contain chemicals, cryogenes or magnets

OPMD Building

Machine shops

Plant area

Electrical rooms

For individuals that normally work in an office environment but occasionally visit these areas, we suggest that you leave a pair of closed toe shoes here at work and put them on when it is necessary to enter these areas.

The NHMFL shall provide safety shoes for those positions that require the employee to be exposed to foot related hazards. The supervisor of the position must evaluate the tasks associated with the position and complete a Footwear Hazard Assessment Form (Appendix A.). If it is determined that there are foot related hazards associated with a position, the completed form must be submitted to the safety department. The safety department will review the hazard assessment with the supervisor and employee and determine the shoe classification for each position. A date/time for the employee to be fitted for Safety Shoes will be scheduled.

Although the safety department will initially be charged for the footwear, the charges will be transferred to each employee's department. Therefore, it is each department's responsibility to maintain sufficient funds to purchase safety shoes for their employees.

Supervisor and managers of affected departments are responsible for:

- Ensuring compliance with this policy and taking appropriate action when their employee's are not in compliance.
- Being aware of the hazards associated with each of their employee's positions.

- Initiating a footwear hazard assessment for those positions that are exposed to foot related hazards.
- Ensuring that employees do not begin working in any area requiring foot protection until they have received training, as required by OSHA Standard 29 CFR 1910.136, and prescribed safety shoes have been issued.
- Ensuring that any alternative footwear or protective device has been evaluated and approved by EHS, prior to issuance.

Responsibilities of Employees

- Complying with the footwear policy
- Wearing the appropriate safety shoes each day they report to work
- Not abusing or misusing safety shoes purchased by the NHMFL

All safety shoes must meet ANSI Z-41-1991 for Class 75 requirements, unless other standards have been specifically imposed by the Department of Environmental Health and Safety. Other requirements such as nonconductive, nonskid soles, etc., will be determined by EHS at the request of the supervisor or manager.

Safety shoes will be replaced or repaired on an "as needed" basis as determined by the Safety Office. Shoes will not be replaced more frequently than once per calendar year, except in cases of documented on-the-job damage or deterioration.

Protective footgear that is lost, misplaced, or for any reason unavailable after issue shall be replaced by the employee to whom it was issued. Such safety shoes must meet the required standards set forth by EHS.

Wearing safety shoes or foot protection approved by the NHMFL safety department is mandatory for employees working in position that have been determined to have foot related hazards. For information on the NHMFL's safety shoe program, an employee may contact his/her director or manager or the Department of Environmental Health and Safety 644-6955 or 644-0233.

If there are any questions or concerns regarding this policy, please contact the safety office at 4-6955 or 4-0233.

Thanks in advance for your cooperation.

Angela J. Sutton

Angela J. Sutton
Environmental, Health, Safety & Security Manager

APPENDIX A :

Footwear Hazard Assessment Form

Date _____

Employee _____

Prepared by

Job Classification Reviewed:

Area of Hazard Assessment: _____

PPE REQUIREMENTS:

Please check the hazards that are encountered performing your type of work, this will identify the PPE required.

Hazard Protection

___ Falling or rolling objects

___ Reinforced impact-resistant toes or metatarsal foot guards

___ Punctures ___ Metal insoles or _____ reinforced soles

___ Electrical shock or burns

___ Metal – free footwear

___ Wet floors ___ Rubber type boots/ leather shoes with special soles

___ Hot floors ___ Heat-resistant soles

___ Hot metal splashes or welding sparks ___ Easily removed over-the-ankle spats

___ Any other major foot hazard, please list

All work shoes should have good fit and support be leather, rubber or a strong synthetic material be in good condition low heels nonskid soles secure fasteners or laces

I certify that the above inspection was performed to the best of my knowledge and ability, based on the hazards present on

_____. (date)

_____ (signature)

APPENDIX B : OSHA Guidance

1910.132 General Requirements

Hazard assessment and equipment selection.

The employer shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

Select, and have each affected employee use, the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment;

Communicate selection decisions to each affected employee; and, Select PPE that properly fits each affected employee. Note: Non-mandatory Appendix B contains an example of procedures that would comply with the requirement for a hazard assessment.

The employer shall verify that the required workplace hazard assessment has been performed through a written certification that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date(s) of the hazard assessment; and, which identifies the document as a certification of hazard.

1910.136 Foot Protection

General requirements. The employer shall ensure that each affected employee uses protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards.

Criteria for protective footwear.

Protective footwear purchased after July 5, 1994 shall comply with ANSI & ASTM Z41-1991, "American National Standard for Personal Protection-Protective Footwear," which is incorporated by reference as specified in Sec. 1910.6, or shall be demonstrated by the employer to be equally effective.

SLIP RESISTANT Shoes and Boots (Non-Slip)- Soles are designed and constructed with materials to provide maximum resistance against slippery conditions. Employers who require slip resistant boots and shoes reduce worker's compensation claims.

ELECTRICAL HAZARD - Boots with Electrical Hazard Protection meet ANSI Z41 PT99 standards to provide protection from open circuits. The soles of Electrical Hazard Safety Shoes provide a safety barrier to protect employees from open electrical currents up to 600 volts. Electrical Hazard shoes are often needed in maintenance, welding and engineering positions, where the chance of exposure to electrical currents is high.

STATIC DISSIPATING - Boots and shoes are rated SD Type 1 to protect against the hazards of static buildup in the workplace. Static Dissipating shoes regulate the build up of electrical charge in a person's body. Static dissipative shoes are commonly used in manufacturing of computer components, solvent based paints, explosives and plastics. Static Dissipating products reduce the risk of static shock to people and to the manufactured product.

STEEL TOE Safety Shoes and Boots - Protects the toe area against falling objects or heavy rolling objects with steel protective cap. In 1995 OSHA began enforcing a new standard for personnel protective equipment. As part of this standard, employers now require ANSI Z41 PT99 rated safety footwear (steel toe boots and shoes) in areas where employees are exposed to injury as a result of falling or rolling objects. All steel toe shoes meet or exceed ANSI Z41 PT99 I/75 C/75 standards.

Composite safety toes are non-metallic and undetectable in electronic security environments. Compared to their steel toe work shoes the composite toe safety shoes are manufactured using lightweight materials which results in light-weight shoes while at the same time meeting and exceeding both ANSI Z41 PT99 I/75 and C/75 standards.



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APPENDIX A :

Footwear Hazard Assessment Form

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Prepared by

Job Classification Reviewed:

Area of Hazard Assessment: _____

PPE REQUIREMENTS:

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Hazard Protection

Falling or rolling objects

Reinforced impact-resistant toes or metatarsal foot guards

Punctures Metal insoles or reinforced soles

Electrical shock or burns

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Wet floors Rubber type boots/ leather shoes with special soles

Hot floors Heat-resistant soles

Hot metal splashes or welding sparks Easily removed over-the-ankle spats

Any other major foot hazard, please list

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