

CHAPTER 6

OCCUPATIONAL FOOT PROTECTION PROGRAM

6-1. Purpose and Scope. This regulation prescribes policies and procedures and outlines responsibilities for the implementation of the Safety Shoe Program at Tobyhanna Army Depot.

6-2. Objective. The objective of the Safety Shoe Program is to provide adequate foot protection for all personnel, including temporary appointments, summer hires, and military personnel whose normal duties are in foot hazardous locations.

6-3. Definitions.

a. Safety Footwear. Shoes and boots containing a safety-toe box that is specially designed and manufactured to meet the requirements of the American National Standard Institute (ANSI) for Safety-Toe Footwear, ANSI Z41.1, Class 75.

b. Foot Specialist. A podiatrist, orthopedist, or foot surgeon.

c. Foot Hazardous Area. A depot work site designated by the nature of materials handled/worked, there is a likelihood of a foot injury.

d. Special Order Footwear. Non-prescription safety footwear which differs from that normally available. Basis of issue may be due to environmental conditions, a physical handicap (i.e., employee unable to tie laced shoes) or different foot sizes.

e. Prescription Safety Footwear. Footwear will be provided based on DD Form 150, Special Measurements Blank for Special Measurement/Orthopedic Boots and Shoes, initiated by the employee's podiatrist and approved by the depot Medical Officer and the Defense Orthopedic Footwear Clinic.

6-4. Policies.

a. Personnel who are working in designated foot hazard areas are required to wear safety shoes at all times. Supervisors will determine the proper type or style of safety shoe that is applicable. (i.e. eight inch boot or loafer.) Open type shoes and high heel shoes are not permitted in the industrial work areas at any time. Administrative personnel who are required to spend time working in shop areas will be issued safety shoes on a case by case basis.

b. All safety footwear, depot-furnished or employee purchased, shall conform to the American National Standard Institute for Safety-Toe Footwear, ANSI Z41.1 Class 75. Safety footwear meeting this criteria, will have ANSI Z41.1 legibly stamped on the inside of the shoe. Safety footwear not meeting the above is inadequate and shall not be worn as safety shoes.

c. The depot will furnish basic safety footwear that meets the above requirement. Employees are authorized \$75 for the issue of standard footwear from the contract provider. If the employee wishes to select a more expensive style, they are responsible for the cost difference. Employees dissatisfied with the type/style of footwear offered by this

contractor may purchase safety footwear, from another source at their own expense.

d. Employees who report to work in foot hazardous areas without adequate safety footwear, will be required to wear toe caps while in the foot hazardous areas. Should the employee refuse to do so, the supervisor will remove the employee from the foot hazardous area.

e. Prescription Safety Footwear - Employees not requiring prescription footwear outside of work will not be issued prescription footwear for use on the job, unless there is medical justification acceptable to the depot physician and COR.

(1) All employees requesting prescription safety footwear must have a DD Form 150, Special Measurements Blank for Special Measurement/Orthopedic Boots and Shoes, completed by a foot specialist. Prescriptions from other than a foot specialist will not be accepted. Employees will bear the cost of the acquiring the prescription. The "Certificate of Medical Officer" block of DD Form 150 will have both the signature and the typed (or stamped) name of the certifying medical officer.

(2) Prescriptions will be honored provided they comply with all requirements of this and other appropriate regulations. Prescriptions for foot deformities will be honored. These prescriptions will be filled through the contracted supplier.

(3) Prescriptions for fit (other than true foot deformities) will be filled through Defense Logistic Agency (DLA) contracts or local purchase. Expenditures for prescription safety footwear shall not exceed a limit of 1.3% of the acquisition cost of the standard issue safety shoe.

f. Normal frequency of issue for standard safety footwear will be one pair every two years. Insulated safety footwear will be issued on a case by case basis. If less than two years the Safety Office will investigate to determine cause of extraordinary wear and tear to the safety shoes. If a determination is made that Government property was willfully damaged due to abuse or misuse, the employee will be responsible for replacement of the safety shoes at no cost to the government.

g. Replacement safety footwear will not be issued without turning in old safety footwear. NOTE: An employee's contribution of monies to upgrade their safety footwear does not change this policy. The safety shoes being turned in are considered unserviceable, damaged or impacted, and a safety hazard in themselves.

6-5. Responsibilities.

a. The Safety Office/Safety Shoe Contracting Officer's Representative (COR) will:

(1) Implement the Safety Shoe Program.

(2) Will provide guidance to shop supervisors, analyze each shop/area operation to determine the associated hazards and protective shoes required.

(3) Maintain an annual tabulation of employees who are authorized insulated safety footwear. Listing will include employee name(s), cost center, social security number and job title. Listing will be furnished to Organizational Supply Officer(s) (OSOs), and Contracting. Only those employees on the authorization listing will be issued insulated safety footwear.

(4) Approve all special order safety shoe requests in accordance with applicable regulations.

b. Directors will:

(1) Designate one or more Organization Supply Officers (OSOs) who will serve as the organization's focal point for review and processing of safety footwear requests. OSOs should be appointed at branch level in the larger directorates, in small divisions the supervisor should monitor expenditures and issues.

(2) Submit written notification to the COR with the name of the individual designated as OSO.

(3) Ensure that supervisors within their organizations are familiar with the policies, procedures, responsibilities, and requirements of this regulation.

c. Supervisors:

(1) Ensure that personnel are familiar with the requirements and provisions of this regulation.

(2) Enforce employee's wearing of safety footwear in foot hazardous areas.

(3) Review requests for prescription safety footwear, and special order safety footwear.

(4) Review periodic safety shoe history and/or exception listings and initiate disciplinary action for employees involved in cases of abuse or fraud.

(5) Ensure that all employees scheduled for issue of safety shoes report to the designated location.

(6) Ensure employees awaiting safety footwear (i.e. special order on prescription shoes) are assigned duties that do not require foot protection, or that toe caps are worn.

(7) Ensure all new employees in foot hazardous areas have requested issue of safety footwear within the first 3 days on the job. While these employees are waiting for foot protection, they shall be provided with a temporary protection source, such as toe caps.

d. Organizational Supply Officers (OSO) will:

(1) Serve as the directorate or organization focal point for processing safety footwear requests.

(2) Review AMSEL-TY 315-1 for completeness, accuracy, and required approval signatures. Incomplete AMSEL-TY Forms 315-1 will be returned to the shop supervisor for completion.

(3) Provide employees with DD Form 150 for prescription safety footwear requests. Employees should be informed of the depot's policies on prescription safety footwear (paragraph 4 of this chapter). OSO will maintain a copy of the footwear prescriptions in employee's file for future issue requests.

(4) Forward completed DD Form 150 to the U.S. Army Health Clinic for review in accordance with AR 32-4.

e. Chief, Depot Property Division, will establish a delivery order contract to provide visits by a shoe bus company on a bi-weekly (twice per month) schedule.

f. Director of Contracting will:

(1) Ensure requests for safety footwear are placed on contract in accordance with existing regulations.

(2) Provide Safety Office with documentation that existing safety footwear contract shoes meet the requirements of this regulation.

g. Chief, Tenant Activities will:

(1) Follow the safety footwear guidance listing in Chapter 3, Personal Protective Clothing and Equipment, Table 4-1.

(2) Use procurement/issue procedures for acquisition of safety footwear. Tenants must furnish the Directorate of Contracting a funded purchase request (PR) to obtain safety shoes under the Shoe Bus Company Contract. Safety shoes will no longer be covered under Intra-service Support Agreements and will no longer be "issued" through the Self-Service Supply Center (SSSC).

(3) The funded PR and the AMSEL-TY Form 315-1 will cite the tenant's operating funds directly. The tenant activity will be responsible for managing and tracking funds provided on the funded purchase request and those actually used to ensure the cost of safety shoes purchased does not exceed funds provided to Contracting.

h. Post Restaurant employees will process safety footwear requests through the Community Services OSO.

i. Employees will:

(1) Wear safety footwear protection at all times in designated foot hazardous areas.

(2) Notify supervisor of a need for replacement safety footwear.

(3) Present existing safety footwear to supervisor and COR as part of the approval procedure for replacement issues. Replacement issues will not be granted without turn-in of old shoes that are no longer serviceable.

(4) Sign and date AMSEL-TY 315-1 following fitting and issue procedures. Employee's signature indicates that shoes are the correct size and fit comfortably.

(5) Problems and complaints concerning safety footwear will be resolved by the Safety Office.

j. U.S. Army Health Clinic will review prescription requests DD Form 150 in accordance with AR 32-4 to determine if prescription is for a true foot deformity.

6-6. Designated Foot Hazardous Areas.

a. Employees in sections that spend at least 50% of their work time in foot hazardous areas are authorized safety shoes. Refer to Table 4-1 for more information.

b. Administrative personnel must also spend at least 50% of their work time in the foot hazardous areas to be authorized safety footwear.

c. The approving supervisor has the responsibility to determine the type and style of foot protection required. Items to be taken into consideration include:

(1) Type of operations to be performed (i.e. climbing, prolonged standing, weather exposure, chemical exposure, etc.)

(2) Previous history of injuries in the shop area and of the employee.

(3) High shoe deterioration