APPENDIX E

Interim Safety Shoe Reimbursement Policy And Procedures

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CESO-ZA (385) 20 Mar 2006

MEMORANDUM FOR ALL USACE COMMANDS
ATTN: SAFETY AND OCCUPATIONAL HEALTH MANAGERS

SUBJECT: Interim Safety Shoe Reimbursement Policy and Procedures

1. As required by Federal, Army, and USACE regulations, safety boots and shoes have traditionally been procured for USACE employees by their home organizations when their job duties required them.

2. The attached interim policy was developed in response to questions of procurement procedures for purchasing safety shoes when employees are at their normal duty station and for employees who purchased safety shoes for themselves while deployed to recent Emergency Response operations and subsequently requested reimbursement. This interim policy shall be used for the purchase and recordkeeping of all safety footwear, both in regular duty and in Emergency Response operations.

3. This interim policy precedes a general Personal Protective Equipment (PPE) Purchasing Policy, expected for publication during FY 2006. The HQUSACE POC for this policy and associated PPE issues is Karl Anderson, (202) 761-8567.

KARL A. ANDERSON
Acting Chief, HQUSACE Safety and
Occupational Health Office

Interim Safety Shoe Reimbursement Policy and Procedures

1. General
    a. Safety shoes (Protective-toe shoes, boots, and other protective footwear such as listed in EM 385-1-1 Section 05.) required by 29 U.S.C. § 668, OSHA regulations, DODI instruction 6055.1 Enclosure 4, AR 385 series and USACE EM 385-1-1 and other USACE regulations, policies and programs shall be provided at Government expense. Hazard evaluations conducted by the supervisor or qualified safety officer in accordance with EM 385-1-1 (particularly Sections 1, 5, 6 and Appendix B) shall be used to determine which employees should be issued safety shoes.
    b. Employees exposed to foot hazards shall be provided with a safety shoe model that complies with (or conforms to) ASTM F 2412-05 and F 2413-05, or the recently replaced ANSI Standard Z41.1. The safety shoes chosen shall be adequate for the specific foot hazard, as comfortable as design permits and have a proper fit.
    c. The design, construction, testing and use of safety shoes shall meet the requirements of American Society for Testing of Materials International (ASTM) standards ASTM F 2412-05 and F 2413-05 or, while manufacturer's supplies last, the ANSI Z41.1. standard, and this compliance shall be imprinted on the shoes. It is mandatory that protective-toe safety shoes purchased meet 75 lbs impact and a compression rating of 75.
    d. USACE commands shall use the attached Safety Shoe Purchase Record, signed by the employee's supervisor, to approve the issuing of safety shoes.
    e. Supervisors shall ensure that only authorized personnel, in accordance with the criteria in EM 385-1-1 participate in this program. Supervisors signing the Safety Shoe Purchase Record shall ensure that appropriate shoes for the job are selected and that shoes are replaced only as necessary.
2. Procurement
    a. For those required to wear safety shoes as specified in 1.a. above, one pair of safety shoes per employee is authorized annually as needed due to damage or wear and tear, unless unique circumstances dictate otherwise. An exception is provided for cases where the work situation requires specialized footwear or multiple pairs. Safety shoe costs per pair will be a maximum of $120.00 for standard issue shoes. Purchases greater than $120.00 must be approved and justified by the supervisor.
    b. Purchases can be made through normal contracting channels from the GSA schedule, from the Federal Prison Industries (FPI) or directly from a manufacturer/ vendor.
    c. Employees may, with prior supervisory authorization, purchase safety shoes of their choice with the ASTM or ANSI logo and present the receipt with the Safety Shoe Purchase Record to the supervisor for reimbursement up to $120.00; any amount over $120 shall be paid by the employee (except for unique circumstances).

3. Reimbursement
    a. When safety shoes are purchased by the employee from an outside vendor, submit the following for reimbursement:
        1. Safety Shoe Purchase Record signed by the supervisor
        2. Invoice, sales receipt or canceled check
        3. Claim for reimbursement (Standard Form 1164)
        4. Safety Shoes shall NOT be claimed on a TDY travel voucher Form 1351
    b. Safety shoe purchases are considered a function and financial responsibility of the activity where they are furnished. Employees who have not previously been issued safety shoes at their home station and are assigned (through an ENGlink tasker or HQ/ Supported/ Supporting MSC/ District Direction) to a TDY Emergency Response position requiring safety shoes shall have them paid for by Emergency Response funding.
4. Property Accountability of Safety Shoes
    a. USACE property is for official use only. ER 700-1-1, Chapter 3 specifies general policies for the acquisition and management of issued personal property.
    b. All issued property, acquired by/from whatever source, whether purchased or not, must be accounted for as prescribed.
    c. Classification of safety shoes for property accountability purposes shall be in accordance with AR 710-2. Safety shoes are classified as Durable, Non-Recoverable property and will be controlled in accordance with the guidelines in AR 710-2.
    d. Army publication CTA 50-900 dated 31 July 03 provides at paragraph 4.h., that safety shoes are to be considered non-recoverable property.
5. Disposition of Safety Shoes
    a. Once issued, safety shoes shall remain under the care and control of the employee to whom they are issued. The safety shoes shall be used for any USACE mission where there is a requirement to use safety shoes as long as the safety shoes are serviceable and are ASTM/ ANSI rated for the intended use.
    b. Reissue or replacement of safety shoes shall only be done if the existing pair is determined by the home station or deployed location supervisor/ safety officer to be unserviceable due to wear or damage, or if additional pairs are justified. Unserviceable safety shoes shall be destroyed. Authorizations for individuals to purchase replacement safety shoes must indicate that shoes previously provided at government expense, or for which prior reimbursement was received, are unserviceable.
    c. Replacement of lost or stolen safety shoes shall be the responsibility of the employee.

SAFETY SHOE PURCHASE RECORD

Privacy Act Statement: Title 5 of U.S. Code (301) authorizes collection of this information. Your supervisor will use this information to approve procurement of safety shoes. Furnishing the personal information in this form, is voluntary, but failure to do so may result in disapproval of this request.

Employee Name	Command		Employee CEFMS ID	Code
Purchase Source	❑ Initial Issue ❑ Reissue	Stock Number	Cost	Shoe Size

Remarks:

I certify that the employee listed above is a USACE employee, entitled to and required to wear safety shoes for work-related exposure to foot hazardous areas/operations and has not procured safety shoes at USACE expense within the past 12 months. If there are any exceptions, details are given above.

Name of Supervisor	Signature of Supervisor	Date

Enclosure 1

USACE Authority for purchase of Safety Shoes for Employees.

1. REFERENCES:

a. 29 U.S.C. 665, et. seq.
b. 29 C.F.R. 1960.1, et. seq.
c. Engineering Manual 385-1-1

2. Per Reference 1.a., the Corps has authority to use its appropriated funds to purchase safety shoes for the purpose of meeting OSHA requirements. Section 668, of Title 29, United States Code, requires the "head of each Federal agency . . . to establish and maintain an effective and comprehensive occupational safety and health program . . . . The head of each agency shall . . . **(2)** acquire, maintain, and require the use of safety equipment, personal protective equipment, and devices reasonably necessary to protect employees." (emphasis added). Per reference 1c, the Corps requires employees to satisfy OSHA requirements by wearing protective footwear when exposed to hazards to the feet. See Chapter 5 A.08.

3. When an Activity or Position Hazard Analysis (AHA or PHA) - conducted by the supervisor, local safety official, or USACE safety manager – identifies duty hazards to the feet that cannot practically be controlled in other ways, USACE is required to purchase the safety shoes necessary to protect employees. Specific categories and types of safety shoes are identified in EM 385-1-1, the majority in Section 05.

4. On occasion, the hazards identified in an AHA or PHA require protective equipment or items other than the PPE listed in the categories/ types in EM 385-1-1 or other USACE policies and Regulations. In these cases, prior to purchase the items must be identified by HQUSACE policy as PPE required to comply with OSHA, or they must be justified by the requesting command as meeting the procurement policies for special clothing and equipment found in 5 U.S.C. §7903.

5. Issues concerning the organizational classification of protective equipment will be managed by HQUSACE Safety and Occupational Health Office.

Encl 2

Reading "Safety Shoe" Labels

To determine if your footwear is ASTM rated for specific hazards, read the footwear label:

ASTM F2413-05
F I/75 C/75 Mt75
PR
CS

Line #1: ASTM F2413-05: Identifies the ASTM standard – example indicates that the protective footwear meets the performance requirements of ASTM F2413 issued in 2005 (05). Vendors may still sell ANSI or ASTM Z41.1 1999 – compliant shoes until stocks are depleted. They are acceptable for use with the appropriate impact and compression ratings.

Line #2: F I/75 C/75 Mt75: Identifies, in order

- Gender [M (Male) or F (Female)] of the user.
- The existence of impact resistance (I), and rating (75 or 50 foot-pounds),
- The existence of compression resistance (C) and rating (75 or 50 which correlates to 2500 pounds. and 1750 pounds of compression respectively).
- The metatarsal designation (Mt) and rating (75 or 50 foot-pounds) is also identified.

For USACE work where protective-toe shoes are needed, the minimum compression and impact ratings are 75. Metatarsal rating only applies when needed.

Lines 3 & 4: PR CS Identify other specific types of hazards referenced in the standard. Line 4 is used when more than three sections of the ASTM standard are listed.

Specific Hazard Codes:

Cd: Conductive footwear intended to provide protection for the wearer against hazards of static electricity buildup and to reduce the possibility of ignition of explosives or volatile chemicals. The footwear facilitates electrical conductivity and the transfer of static electricity build up from the body to the ground. The electrical resistance ranges between zero and 500,000 ohms.

EH: Electrical shock resistant footwear made with non-conductive electrical shock resistant soles and heels. The outsole is intended to provide a secondary source of electric shock resistance protection to the wearer against the hazards from an incidental contact with live electrical circuits, electrically energized conductors, parts or apparatus. It is capable of withstanding 14,000 volts at 60 hertz for one minute with no current flow or leakage current in excess of 3.0 milliamperes, under dry conditions.

SD: Static dissipative footwear designed to provide protection against hazards due to excessively low footwear resistance and maintain a sufficiently high level of resistance to reduce the possibility of electric shock. The footwear must have a lower limit of electrical resistance of 10^6 ohms and an upper limit of 10^8 ohms.

PR Puncture resistant footwear is designed so that an integral and permanent puncture resistant plate is positioned between the insole and outsole. It is an part of the footwear. The puncture resistant footwear must show no signs of cracking after being subjected to 1.5 million flexes and have a minimum puncture resistance of 270 pounds.

CS: Chain saw cut resistant footwear designed to provide protection to the wearer's feet when operating a chain saw. It is intended to protect the foot area between the toe and lower leg. This footwear must meet the ASTM F1818 Specification for Foot Protection for Chainsaw Users standard.

DI: Dielectric insulation footwear is designed to provide additional insulation if accidental contact is made with energized electrical conductors, apparatus or circuits. It must meet the minimum insulation performance requirements of ASTM F1117 (Specification for Dielectric Footwear) and be tested in accordance with ASTM F1116 (Test Method for Determining Dielectric Strength of Dielectric Footwear).

NOTE: The new ASTM F2413-05 standard does not approve of "hang-on" or "strap-on" toe appliances, toe-caps or other devices as an acceptable means for providing protection. Any protective toe cap must be designed and constructed into the shoe during the manufacturing process and tested as an integral part of the footwear.