

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE: Safety Shoes

DIVISION: Human Resources

CATEGORY: Safety

REFERENCE: American National Standard Institute (ANSI)
American Society for Testing and Materials (ASTM)

NUMBER: BP-451

APPROVAL/DATE: Julienne K. Walworth, President, WCCA Board of Governors
Date: January 17, 2018

Purpose

To determine a policy regulating safety shoes in the workplace at Western Nebraska Community College.

Scope

This policy applies to all WNCC employees working in areas with recognized hazards.

Policy

The Board recognizes the need for employees working in areas with recognized hazards to wear safety shoes. Accordingly, the Board will assist employees by providing up to \$150.00 toward the purchase of safety shoes as required by the work area. Shoes selected must meet American National Standard Institute (ANSI) or American Society for Testing and Materials (ASTM) standards. Reimbursement will be provided for employees that regularly work in an environment that necessitates safety shoes. The Board will provide reimbursement for safety shoes using the following guidelines:

- 1) The College will provide reimbursement of up to \$150.00 toward one pair of safety shoes per twelve (12) calendar months.
- 2) To receive reimbursement:
 - a. the employee must document that the shoes meet the ANSI/ASTM standards required; and
 - b. the employee must provide documentation of receipt of purchase.
- 3) The employee will be fully responsible for the care, maintenance, and replacement of said footwear.

- 4) If a specific on-the-job circumstance causes the footwear to be damaged in actual protection of the employee's feet and where the employee has followed proper safety precautions, the President will review the circumstances, and, dependent on the findings, provide a reimbursement of up to \$150.00 to the employee for replacement of the damaged footwear.
- 5) It shall be the sole responsibility of the employee to wear said footwear in designated areas. Failure to follow proper safety procedures may result in disciplinary action.

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this Board Policy, the Board retains the right to revise accordingly and for the changes to take effect immediately.

Adoption Date and Board of Governors' Minutes Item Number: January 17, 2018 Item K(1)

Revision Date and Board of Governors' Minutes Item Number:

Prior Policy/Procedure Number:

415.2215.18 Safety Shoes

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department: Human Resources

Repeal Date and Board of Governors' Minutes Item Number:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: American National Standard Institute ANSI
American Society for Testing and Materials/ASTM