SLIP-RESISTANT FOOTWEAR

I. Purpose and Scope.

It is the policy of the Raleigh County Board of Education (the Board) to promote a safe work environment for employees. In an effort to reduce slip and fall injuries, Raleigh County Schools has adopted a program to provide slip-resistant footwear to our employees at risk for these injuries.

II. Foot Protection.

Safety shoes or boots, with impact and compression protection, are required for employees who (1) are exposed to conditions which may cause foot injuries, (2) could have objects, tools or materials dropped onto, or (3) could have heavy material or equipment rolled over their foot. Shoes or boots with slip-resistant or oil-resistant soles shall be worn in areas subject to wet or oily surfaces. (Occupational Safety and Health Administration 1910.136, Occupational Foot Protection)

III. Responsibilities.

3.1. School Administration/Department Directors and Supervisors. Ensure compliance with the Board’s Slip-Resistant Footwear policy and take appropriate action when an employee is not in compliance.

   (a) Be aware of the hazards associated with each of their employee’s positions.

   (b) Provide storage area for footwear to be placed for employees required to leave shoes at a work location.

   (c) Assist with scheduling/ordering for new and transferred employees.

   (d) Are encouraged to provide program feedback to the Safety & Loss Control Department.

3.2. Employees.

   (a) Shall comply with the Board’s Slip-Resistant Footwear policy.

   (b) Employees who are provided or purchase (at their own expense) slip-resistant footwear are required to wear them during their work shifts. Employees who are assigned to a school or department (e.g., cook or custodian) must leave their footwear at their assigned location.

   (c) Employees who are not assigned to a school or department (e.g., electrician or warehouse clerk) must report to work each day wearing the provided footwear.

   (d) Shall not abuse or misuse the safety, slip-resistant shoes purchased by Raleigh County Schools.

   (e) Are encouraged to provide program feedback to the Safety & Loss Control Department.

IV. Implementation and Ordering.

4.1. Based on analysis of job functions and incident history, each employee with the following job classifications or employed in a designated department will be provided one pair of slip-resistant footwear at no cost to the employee per calendar year from the date of purchase:

   - Cafeteria Manager
   - Cook
B. Fiscal, Business and Facility Administration

- Custodian
- Garage Supervisor
- Handyman
- Inventory Supervisor
- Maintenance Department
- Mechanic
- Truck Driver
- Warehouse Clerk

4.2. An employee hired as a long-term substitute* in a position listed above will be eligible to receive a pair of slip-resistant shoes.

*West Virginia Code §18A-1-1(l) defines a Long-term substitute as a substitute employee who fills a posted vacant position that the Board expects to extend for at least 30 consecutive days and is either:
   a. Listed in the job posting as a long-term substitute position of over 30 days; or
   b. Listed in a job posting as a regular, full-time position and:
      i. Is not filled by a regular, full-time employee; and
      ii. Is filled by a substitute employee.

4.3. Wearing safety, slip-resistant shoes approved by Raleigh County Schools is mandatory for employees working in positions that have been determined to have foot-related hazards.

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

4.5. Protective footwear that is lost or misplaced by an employee after issue shall be replaced by the employee to whom it was issued, at his/her expense. If an employee fails to return shoes to the Safety & Loss Control Department within 30 days of issue for a return for comfort and/or fit, the replacement shoe shall be replaced by the employee at his/her expense. Such safety shoes must meet the required standards set forth by the Safety & Loss Control Department.

4.6. Upon notification to the supervisor, that an employee cannot wear the provided footwear for medical reasons — the employee must provide medical evidence, including diagnosis and coverage dates, from his/her physician to his/her supervisor and the Safety & Loss Control Department. Additionally, the employee must provide (at his/her own expense) and wear alternative slip-resistant footwear.

V. Vendors.

5.1. The footwear provided at no cost to employees will be from Raleigh County Schools.

5.2. Employees who do not choose footwear provided by Raleigh County Schools may purchase them (at their own expense) and must provide documentation to the Director of Safety, verifying the purchased safety footwear meets the required standards for the employee’s job classification.

VI. Enforcement

Violation of this policy may result in discipline up to and including letter of reprimand, suspension (paid or un-paid) and/or termination.
VII. Program Continuance

7.1. The Board reserves the right to discontinue the slip-resistant footwear program at any time with or without prior notice to employees.

7.2. At the beginning of each school year, beginning July 2013, upon renewal of the program, Raleigh County Schools will supply eligible employees a new pair of shoes one year from the date they received their first pair. The ordering and replacement of shoes will be coordinated by the Director of Safety.

VIII. Severability.

If any provision of this policy or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this policy.

Approved: February 14, 2012
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