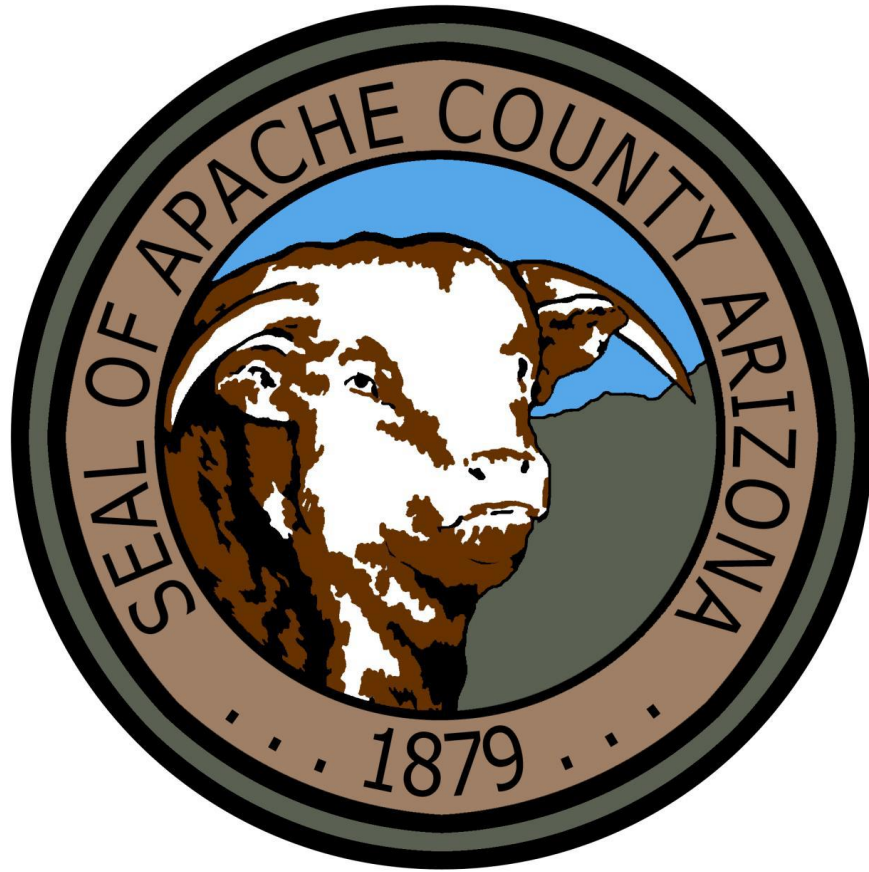


APACHE COUNTY

Safety Boots Program



Apache County Safety Boots Program

Purpose:

The purpose of this program is to enhance the current employee Injury and Illness Prevention Program by providing superior quality protective footwear, which meets or exceeds the current OSHA §3380 Standard, ASTM (ANSI) F2412-05 & F2413-05 Standards.

Scope:

All employees in the job classifications noted in "Attachment A" are required to wear authorized and approved quality protective safety footwear.

Program:

- a. Employees are required to wear safety boots at all times while working in areas requiring safety footwear. These areas are determined by the department head or foreman. Any construction site equipment shop or material pit is deemed one of these areas. All other areas will be at the discretion of the foreman or department head. Employees shall ensure that their safety shoes are in safe working order (shoes with exposed steel cap no longer provide the safe protection they were designed for.)
- b. Employees will be required to acquire safety boots before working in areas where the use of safety boots is mandatory.
- c. Employee's failure to acquire the protective footwear within the prescribed timelines or failure to wear the footwear while at work, may subject the employee to disciplinary action up to and including termination.
- d. Foreman/department heads are required to ensure that new employees with job classifications in "Appendix A" have been provided with the safety boots program requirements and have both the foreman/ department head and employee shall sign an affidavit that the employee has received such. Once this affidavit is signed the employee is approved for safety boots purchase/reimbursement allowance by being placed on the approved Safety Boots purchase list that will be updated Bi-annually. Foremen/Department heads shall provide periodic safety boots information to all employees whose job classification appears on "Appendix A".
- e. Each Department shall be responsible for the implementation and funding of the Safety Boots Program.
- f. The County shall not pay for shoes that do not meet the Safety Boots requirements.

- g. Medical waivers for foot protection are not acceptable except for temporary conditions as certified by a medical practitioner licensed by the state of Arizona.
- h. Employees need to be made aware that the up to \$200 allowance for the Safety Boots purchase will be included on all IRS W-2 forms as reportable taxable income and are liable for any and all taxes incurred for such safety boots reimbursements.
- i. In the event an employee leaves county employment within a year of the program benefit the employee will reimburse the county on a prorated basis starting from the purchase date of the footwear to the one year anniversary of the purchase. For example $(\text{cost of the footwear}) \times ((365 - \text{days in employment})/365)$. County funds to be reimbursed by employees leaving service prior to the one year mark will be deducted from the last payroll check.

Procedures:

The use of authorized safety boots is **mandatory** for all County field and shop personnel identified in "Attachment A".

The Safety Boots shall be rated as: ASTM F2413 05 (M/F) I/75 C/75 (ST EH) 6" height or greater, and be leather or composite material with a supported heel, steel toe or composite toe caps. ***Suede material and wedge soles will not be authorized or approved.***

Within thirty calendar days after employment with Apache County, employees that meet the criteria on "Attachment A" list will be required to obtain safety boots as required in the Safety Boots Program. Discounted group prices currently have been negotiated with the vendor listed below.

- **LeHigh Outfitters**
- **ALLRED'S Western & Casual Wear**

The current dollar value of the safety boots purchase/reimbursement allowance is \$200.00. All vendors must provide boots that meet the ASTM/ANSI requirements. Employees will be liable for additional cost exceeding the stated allowance amount. Employees may purchase outside of the negotiated vendor list as long as it meets the safety boots rating described above however, if an employee's purchases outside of the listed vendor, the employee will pay 100% of the cost of the approved safety boots and request a reimbursement check from County

finance up to the allowance amount of \$200.00, any additional cost exceeding the safety boots allowance amount will be paid by the employee and is not considered taxable or reimbursable. All repairs and returns to the boots vendors will be the responsibility of the employees.

Thereafter, employees will be placed on the bi-annual vendor purchase list from their foreman/department head, normally 24 months after their first safety boots was purchased. (One pair of safety boots every 2 years will be issued). Foreman/Department head will check off the approved safety boots list and verify the employee's name and employee number thus ensuring that employees did not purchase boots less than 12 months prior when requesting safety boots allowance. With the exception of extraordinary work related circumstances authorized in writing by their foreman/department head, replacement or repair of the safety boots within that year period will be the responsibility of the employee.

The Foreman/Department head must evaluate, on a case-by-case basis, employee requests for special footwear or exemption to this program. Medical certification from the employee's treating physician is required for each such requested exemption. The treating physician must provide an assessment of viable footwear alternatives that ensure the safe protection of the employee. The County Public Works Director, Highway Superintendent/Roads Manager, or Department Head will have the final approval of authorized alternative footwear. The employee will be responsible for additional costs above the original dollar value of the original county issued safety boots allowance.

Attachment A

Classifications Affected by the Apache County Safety Boots Program

Occupational Job Classes	Class Code	Department
County Engineer	13001	Engineering
Roads Manager	13027	Engineering
Highway Superintendent	13002	Engineering
Civil Engineering Aide I	13003	Engineering
Civil Engineering Aide II	13004	Engineering
Civil Engineering Aide III	13005	Engineering
Publics Works Foreman I	13007	Engineering
Publics Works Foreman II	13008	Engineering
Road Maintenance Worker I	13009	Engineering
Road Maintenance Worker II	13010	Engineering
Road Maintenance Worker III	13011	Engineering
Operations Manager	13012	Engineering
Field Operations Manager	13013	Engineering
Equipment Mechanic I	13014	Engineering
Equipment Mechanic II	13022	Engineering
Equipment Mechanic III	13023	Engineering
Automotive Mechanic I	13015	Engineering
Automotive Mechanic II	13024	Engineering
Automotive Mechanic III	13025	Engineering
Crusher Operator II	13026	Engineering
Crusher Operator III	13028	Engineering
Shop Foreman	13016	Engineering
Automotive Part Clerk	13017	Engineering
Roads Inspector	13018	Engineering
GIS Program Technician	13019	Engineering
Civil Engineering Technician I	13020	Engineering
Civil Engineering Technician II	13021	Engineering
Admin. Coordinator	18002	*Office & Amin Support

Executive Asst.	18003	*Office & Amin Support
Office Manager	18004	*Office & Amin Support
Admin Asst. I	18023	*Office & Amin Support
Admin Asst. II	18028	*Office & Amin Support
Admin Asst. III	18029	*Office & Amin Support
Manager, Communications	601	Communications
Technician, Senior	602	Communications
Technician	603	Communications
Grants Manager	207	Finance
Director, Building & Maint.	3001	Building, Maint. & Grounds
Inmate Super, Facilities & Const	3010	Building, Maint. & Grounds
Supervisor, Facilities & Const	3002	Building, Maint. & Grounds
Facilities & Const Worker I	3006	Building, Maint. & Grounds
Facilities & Const Worker II	3005	Building, Maint. & Grounds
Facilities & Const Worker III	3004	Building, Maint. & Grounds
Custodian	3007	Building, Maint. & Grounds
Groundswoker	3008	Building, Maint. & Grounds
Custodian/Grounds worker	3009	Building, Maint. & Grounds
Building Official	4002	Planning & Zoning
Enforcement Officer	4005	Planning & Zoning
Building Inspector I	4009	Planning & Zoning
Building Inspector II	4008	Planning & Zoning
Building Inspector III	4007	Planning & Zoning
Wildlife Mitigation Coordinator	4010	Planning & Zoning
Environmental Health Coord.	14005	Public Health
Health Sanitation Aide	14013	Public Health
Div. Mgr. Environmental Health	14014	Public Health
District Supervisors (D1,D2,D3)	9999	Board of Supervisors
District Manager	702	Engineering
County Manager	301	County Manager
Property Appraiser I	104	Assessor
Property Appraiser II	105	Assessor
Property Appraiser III	106	Assessor
Appraiser Apprentice	114	Assessor

*These Positions are eligible for the Safety Boots Program and are determined by the foremen/department heads discretion and is required. These positions must demonstrate a need for foot protection.