

916. Safety Footwear Protection

Effective: 4/19/1993
Revised: 2/16/2022

- .1 Safety footwear for employees shall meet the requirements and specifications set forth in American Section of the International Association for Testing Materials, (ASTM) F2413-11, ASTM F-2412-2005, "Standard Test Methods for Foot Protection," and ASTM F-2413-2005, "Standard Specification for Performance Requirements for Protective Footwear," and CFR 1910.136.
- .2 All employees working in construction job sites, warehouses, and maintenance situations or where carrying and moving loads of ten pounds or more is routine, shall wear safety footwear while on duty and/or in the applicable area.
- .3 Each department shall be responsible for their employees buying and wearing safety footwear.
- .4 Purchasing Requirements
 - .41 An authorization snap-out form, TUL 4084, must be completed and signed by authorized personnel (department head or his designee) and supplied to the vendor at the time of purchase.
 - .42 The City of Tulsa shall provide employees with a subsidy towards the purchase of safety footwear each fiscal year as a basic guideline. Any deviation from this guideline shall be at the discretion of the department head and based on employee footwear needs.
 - .43 Low cut safety footwear and safety tennis footwear (basically leather) will be permitted in job classification where 50% or more of the employee's work time is spent inside City facilities.
 - .44 New employees will have two weeks to acquire approved safety footwear.
- .5 Cost and Payment
 - .51 The Safety footwear subsidy amount for qualifying non-sworn employees will be based on the current Labor and Trades Collective Bargaining Agreement.
 - .52 The subsidy is for safety toe footwear only and can only be used with the authorized contracted vendors listed in Appendix 916A
 - .53 Employees approved for safety footwear shall have the option of using payroll deduction for their share of the cost. The deduction will be made in two consecutive months from the first paycheck within the month. The amount deducted in each of the two checks shall amount to 50% of the employee's cost.
 - .54 Employees who desire not to use payroll deduction will pay their portion at the time of the purchase.
 - .55 Probationary employees who terminate for any reason before three months, shall reimbursement of the subsidy shall be made to the City of Tulsa.

.56 Employees shall be permitted to purchase extra safety footwear, without subsidy, at those prices quoted to the City of Tulsa.

.57 Departments will forward to Auditing a list of requests for payroll deduction showing the amount to be deducted from the first paycheck within a month for two consecutive months.

.6 Seasonal Employees

.61 Seasonal employees and temporary employees of the City of Tulsa (not contracted temporary service employees) shall be required to wear safety footwear per this policy and shall be subsidized as follows:

\$25 for seasonal employees
\$50 for temporary employees

.7 Authorized Vendors

.71 See Appendix 916A of this policy for current authorized vendor information.

Appendix 916A: Approved Vendor List

Employees with approval to receive the safety shoe subsidy must use these vendors and obtain a Safety Shoe Requisition slip (Tul-4084A) from management prior to purchasing safety shoes.

Gelco - Downtown Tulsa

809 S. Detroit
918.583.8712

Gelco - East Tulsa

11327 E 31st Street
918.437.9573

Gelco - Broken Arrow

2037 West Houston
918.258.9970

Cavender's Western Outfitter & Tack Shop

8035 E 31st St, Tulsa, OK 74145
918.664.266