

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD

SAFETY SHOE POLICY



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD
Safety and Risk Management

Revised April 2019

Revised May 2022

Revised August 2023



California law requires that personal protective equipment (PPE) be used for employees that are exposed to certain hazards. Safety shoes are included in this category. The following reference is the basis for this policy.

8 CCR 3385 Foot Protection

- (a) Appropriate foot protection shall be required for employees who are exposed to foot injuries from electrical hazards, hot, corrosive, and/or poisonous substances, falling objects, and crushing/penetrating actions which may cause injury to those who are required to work in abnormally wet locations.
- (b) Defective or inappropriate to the extent of ordinary use of protective footwear creates the possibility of foot injuries and shall not be worn.
- (c) Protective footwear for employees purchased after January 26, 2007 shall meet the requirements and specifications in American Society for Testing and Materials (ASTM) F 2412-05: Standard Test Methods for Foot Protection and ASTM F 2413-05: Standard Specification for Performance Requirements for Foot Protection which are hereby incorporated as reference.

Supervisors will work with the Director of Safety, Risk, and Sustainability to conduct a hazard assessment. Classifications that are determined to have exposure to the above hazards will be required to wear safety shoes during working hours.

The university will reimburse each employee required to wear safety shoes up to \$185 annually, as needed, from department funds. This amount will be reviewed on a bi-annual basis to ensure the reimbursement continues to provide appropriate reimbursement for the cost of adequate foot protection. This policy complies with Article 28 of the SETC/CSU MOU regarding Health and Safety.



AQUIRING SAFETY SHOES AT CSUB

Option 1: Each year employees may obtain a Footwear Authorization Form from their supervisor for the Guarantee Shoe Center or Boot Barn, which can be used to obtain safety footwear. The voucher is good for up to \$185.00; the employee may use this without any out of pocket expense. For shoes costing over the \$185.00 voucher, the employee is responsible for the difference in price.

Guarantee Shoe Center

2101 Chester Ave., Bakersfield, CA 93301

661-325-8751

Boot Barn

3913 Buck Owens Blvd, Bakersfield, CA 93308 661-327-6770

5467 Gosford Rd, Bakersfield, CA 93311, 661-404-1991

Option 2: Each year, employees may purchase safety shoes from the Shoes For Crews online program for up to \$185.00 per year. The employee is responsible for any amount over \$185.00.

Option 3: Employees may purchase shoes from any store, turn in the receipt, and be reimbursed for up to \$185.00 annually.

Up to two hours of work time will be provided for an employee to procure their safety shoes. Evidence of shoe purchase shall be provided to the supervisor either by returning the Footwear Authorization Form or a receipt of purchase from another store.

A supervisor shall verify employees are wearing required shoes.



For Customer Service or any questions, call Francisco 661-325-8751 or Dan 661-863-8106.

CSUB/Guarantee Shoe Center Footwear Authorization Form

(This form is only valid toward safety footwear)

Section 1: Request for footwear (to be completed by management)

Employee name	Authorized by
Employee #	Authorizing signature
Chartfield #	Date of issue
Comments	

This form is valid for 30 days after the issue date.

Shoe retailer: **Note 10% off the current retail price.**

Subsidy amount _____

Is steel toe required? Yes _____ No _____

Does employee have a valid Driver's License or Employee Badge? Yes _____ No _____

Section 2: Vendor Information (to be completed at point of sale)

Style	Size	Width	Price
OSC	Date	Sales associate initials	Tax
Authorized vendor Guarantee Shoe Center 2101 Chester Ave. Bakersfield, CA 93301 661-325-8751			Company subsidy
			Employee paid
			Total billed to company
Employee signature I understand that I am responsible for any amount over the company subside, including applicable taxes.			Date
			Note



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Employee signature			Date
I understand that I am responsible for any amount over the company subsidy, including applicable taxes.			Note



Department	Job Title
Art, Biology, Geology	Instructional Support Technician II
Art, NSME	Instructional Support Technician III
Biology	Instructional Support Assistant I
Biology, Chemistry – 2, Physics & Engr.	Instructional Support Technician I
Engineering & Energy Management	Air Conditioning/Refrigerating Mechanic
Engineering & Energy Management	Building Service Engineer
Facilities Management – Custodial	Administrator I
Facilities Management – Custodial	(13) Custodians
Facilities Management – Custodial	(2) Lead Custodians
Facilities Mgmt. - Roads & Grounds	(6) Gardening Specialists
Facilities Mgmt. - Roads & Grounds	(9) Groundswoker
Facilities Mgmt. - Roads & Grounds	Irrigation Specialist
Facilities Mgmt. - Roads & Grounds	Lead Groundswoker
Facilities Mgmt. - Roads & Grounds	Light Auto Equipment Operator
Facilities Mgmt. – Vehicle Operations	Auto Equipment Mechanic
Facilities Mgmt. Ops. Support Services	Mail Clerk
Facilities Mgmt. Ops. Support Services	Shipping & Receiving Assistant I
Facilities Management Operations	Admin. Support Assistant (12 Month)
Facilities Management Operations	Admin. Support Coordinator (12 Month)
Facilities Management Operations	Administrator I
Facilities Management Operations	Administrator II
Facilities Management Operations	(4) Facilities Maintenance Mechanic
Facilities Management Operations	Lead Carpenter
Facilities Management Operations	Lead Electrician



Facilities Management Operations	Metal Worker I
Facilities Management Operations	Painter

Hardware & Events	Instructional Support Technician I
Information Security	I.T. Consultant (12 Months)
NSME Instruction Support	Equipment Technician III
Safety, Risk, & Sustainability	Administrator Analyst, Technician
Theatre	(2) Performing Arts Tech. (12 Months)

****This policy applies to all employees and paid student assistants. Student assistants in the above departments and occupations that are required to obtain safety shoes must first secure approval from supervisor(s).**