

Louisiana State University

Office of Facility Services

Operating Instruction 4003A

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SUBJECT: SAFE FOOTWEAR PROCEDURES/FOOT PROTECTION

I. General

- A. Foot injuries, slips, trips, falls and related accidents are in many cases directly a result of wearing improper footwear.
- B. Facility Services does not mandate the wearing of safety shoes for employees, but highly recommends that employees wear them based on the nature of their job.
- C. Basic safe footwear should have a well defined heel, be of sturdy construction and support, made of leather, rubber or synthetic material, and have a slip-resistant sole. In most cases, the footwear should have a steel toe.
- D. Prohibited footwear includes, but is not limited to, sandals, rubber flip flops, open toed shoes, cloth shoes or shoes with heels more than 2" high.

II. Safety Shoe Subsidy Program

- A. Once each fiscal year, the safety shoe Shoemobile comes to campus and employees can purchase one (1) pair of safety shoes. They will be given a shoe subsidy and can use payroll deduction of no more than two (2) pay periods to pay the remaining balance on the shoes.

- B. An employee who would like to utilize the shoe subsidy program and the payroll deduction option must have the type and style of shoe and eligibility for the subsidy approved by their Department Head.

III. Responsibilities

- A. Each employee is responsible for wearing and maintaining safe footwear as directed.
- B. Each supervisor shall be held accountable to ensure that unsafe footwear is not worn by their employees that will result in accidents or injuries.