



Williamson County Facilities Management

SAFETY FOOTWEAR POLICY

Sensitivity: Controlled
Criticality: Moderate
Primary Type: Policy

Purpose

To ensure the safety of Williamson County Facilities Management field personnel in safety-sensitive positions by supplying appropriate protective footwear and maintaining compliance with workplace safety standards.

Policy

The County will provide one pair of department-approved safety footwear to all eligible full-time field personnel, with use restricted exclusively to official County duties.

Eligibility

- All full-time field personnel.
- Must occupy a safety-sensitive position, such as a facilities technician, heavy equipment operator, fieldworker, construction inspector or where safety footwear is required as part of personal protective equipment (PPE).
- Seasonal personnel are ineligible under this policy.
- Office personnel are ineligible under this policy.

New Hires

- New hires are not permitted to begin work in safety-sensitive positions until they have received and signed for their department-approved safety footwear.

Frequency and Allowance

- Eligible full-time field personnel are provided with one pair of department-approved safety footwear per fiscal year.
- The department will manage a list of annual footwear issuance dates for reordering.

Standards and Requirements

Safety footwear must meet or exceed the most current version of the requirements and specifications as outlined below:

- Based on departmental uniform standards, specific safety footwear will be required.
- Employees are required to select safety footwear from the department's approved vendor.
- Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.136 Personal Protective Equipment Foot Protection
 - ASTM F2413 General Footwear Standard
 - ASTM F2413-18 Protective Footwear Standard
- All safety footwear must meet or exceed ASTM F2413 standards (impact, compression, and slip resistance).

Use and Responsibility

- Use of County safety footwear is prohibited outside official County duties.
- Employees are required to wear approved safety footwear at all times.
- Employees must sign the Safety Footwear Agreement form upon receipt of safety footwear.
- Employees are responsible for maintaining their safety footwear in serviceable condition.
- Safety footwear may be replaced at County expense only if the loss is due to documented work-related circumstances.
 - Additional footwear may be approved in cases of job-related damage, subject to supervisor verification and budget availability.
 - Any replacement issued will reset the annual replacement date.
- If an employee resigns, is terminated, or otherwise separates from County employment after receiving safety footwear, the cost of the footwear will be deducted from their final paycheck as follows:
 - **100%** of the cost if separation occurs within six (6) months of receipt.
 - **50%** of the cost if separation occurs between six (6) months and one (1) year of receipt.
- Employees are responsible for replacing safety footwear at their own expense if a replacement is needed or required by management before their annual replacement eligibility, or if supplied footwear is lost or stolen.



- Supervisors are responsible for identifying safety-sensitive positions, monitoring footwear compliance, and managing procurement and reimbursement requests.

Non-Compliance and Enforcement

Department supervisors will monitor compliance with the safety footwear policy through daily visual inspections at the start of each shift. Employees found not wearing department-approved safety footwear will be sent home without pay and will not be permitted to return to work in a safety-sensitive capacity until they obtain and wear the required footwear. Repeated non-compliance may result in progressive disciplinary action, up to and including termination, in accordance with County policy.

Exceptions and Special Cases

Requests for exceptions to the safety footwear policy will be considered on a case-by-case basis and must be supported by valid justification. Exceptions may include, but are not limited to:

- **Medical Needs:** Employees who are unable to wear standard department-approved safety footwear due to a medical condition must provide documentation from a licensed healthcare provider.
- **Temporary Duties:** Exemption may apply during non-safety-sensitive assignments, with supervisor approval.

All exceptions must be documented, approved in writing by a supervisor, and retained in the employee's departmental file.

Appeals Process

If an employee disagrees with a supervisor's decision (e.g., denial of replacement or exemption), they may submit a written appeal to the Facilities Management Division Director within 10 business days. The Director will respond in writing within 10 business days of receiving the appeal.

Policy Review and Updates

This policy will be reviewed annually, or as operational needs change.

Contact Office

Except as otherwise stated herein, the contact for questions or clarifications pertaining to this policy may be directed to an employee's department leadership or Risk Management.

Revision History

Version	Date	Description	Revised By
1.0	7/2025	Safety Footwear Policy	Dale Butler; Albert Scales; Andy Hoffman



Safety Footwear Acknowledgment and Agreement Form

- I acknowledge that I have received, read, and understood Williamson County's Facilities Management Safety Footwear Policy.
- I agree to comply with all requirements stated within this policy.
- I further agree that if I am terminated, resign or otherwise separate from County employment after receiving safety footwear, the cost of the footwear will be deducted from my final paycheck as follows:
 - **100%** of the cost if separation occurs within six (6) months of receipt.
 - **50%** of the cost if separation occurs between six (6) months and one (1) year of receipt.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

