

# ADMINISTRATIVE PROCEDURES



Procedure Number: 30-2

Effective Date: 01/01/1990

Revision Date: 09/15/2003

*C. D. Dubbey*

County Administrator

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SUBJECT: **SAFETY SHOE PROGRAM**

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DEPARTMENT RESPONSIBLE: **Risk Management**

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## I. **PURPOSE**

This Safety Shoe administrative procedure is to establish a procedural process for purchase, distribution and control for county employees working where foot hazards exist in the workplace.

## II. **DEFINITION**

Master List - refers to the "Master List of Job Classifications Required to Wear Safety Shoes" (Attachment I), in which classifications are listed by specific departments and not county-wide.

## III. **PROCEDURE**

Pima County will endeavor to protect the health and safety of its employees by ensuring that personnel whose jobs, entail risk of foot injury shall wear appropriate safety shoes. The county will provide a safety shoe allowance to all employees required to wear safety shoes.

The wearing of safety shoes as described in this directive shall be mandatory for all employees in classifications designated in the Master List. Exceptions may be made for employees who, as determined by the County Physician, cannot wear safety shoes for health reasons. Employees who are provided safety shoes are not currently required to wear them while performing tasks of non-hazardous nature, i.e., meetings or office work.

Each department director is responsible for control of this program and shall ensure that employees are protected from foot hazards by the use of protective footwear.

**IV. GENERAL****A. Employees Authorized Safety Shoes**

1. All permanent and probationary employees in classifications listed on the Master List (see Attachment1) shall be provided safety shoes or an allowance toward the purchase of safety shoes as described in Section IV.C.
2. Intermittent, and those employees included in the Adult Worker Training Program who are in the classifications listed on the master list, shall be provided safety shoes or an allowance toward the purchase of safety shoes as described in Section IV(C).
3. Departments shall review the Master List annually and submit request for revisions to Risk Management by December 31 of each year.

**B Safety Shoe Specification**

1. All safety shoes shall conform to current OSHA Standard 1910.136, and shall bear the mark ANSI Z41-1991.
2. Each department shall ensure that employees select the appropriate safety shoe for the specific job requirements.

**C. Safety Shoe Allowance**

1. Employees in classifications listed in the Master List shall be provided with safety shoes through the vendor(s) who have authorized contracts with Pima County. The allowance for safety shoes shall be up to, but not exceeding \$110 per pair of shoes. An employee may select safety shoes that cost more than \$110 if the employee pays the difference.
2. The shoes may be replaced if they are sufficiently worn to warrant replacement. If the shoes are less than one (1) year old, authorization from Risk Management must be obtained. At the departments discretion, employees may be allowed to keep their old shoes instead of turning them in when receiving the new issue.

**D. Care of Safety Shoes**

Employees are responsible for maintaining their own safety equipment. The contracted safety shoe vendor shall make every attempt to provide the employee with information pertaining to the care of their equipment.

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E. Safety Shoe Procurement

1. Annually, at the beginning of the fiscal year, the Procurement Department shall generate a blanket Purchase Order for safety shoe vendors.
2. Procurement shall provide participating departments with a list of available vendors and a Purchase Order number for use in acquisition and invoicing.
3. The department director shall appoint a safety shoe coordinator. The safety shoe coordinator may authorize safety shoe purchases from the vendor established by the Procurement Department by;
  - a. supplying the vendor with sizes and taking delivery in bulk, or
  - b. by sending individual employees to the vendor to obtain the safety shoes.
4. **The vendor will provide the employee with information concerning the type of shoe that is recommended for the employees specific type of work. The wearing of tennis shoes or sling-heeled cowboy boots are not permitted. If it is discovered that an employee has purchased these types of shoes, the employee will be responsible for the cost and will not be allowed to wear the shoes on the job.**
5. For all shoes purchased, the department safety shoe coordinator shall provide the employee with the address of the authorized vendor and with the Safety Shoe Purchase Form (Attachment II). The form shall be completed by the vendor and forwarded to Risk Management for payment. **NOTE: The employee has two weeks from the issuance of the certificate to obtain the safety shoes.**
6. If the safety shoe coordinator determines that worn shoes are repairable and the employee chooses to repair rather than replace the shoes, then the employee may take them to any shoe repair store, pay for the repair and submit the receipt to Risk Management for reimbursement. Reimbursement may take up to 30 days.

F. Quality Control

The Risk Management Department shall monitor the suppliers to assure that safety shoe quality and availability are maintained as specified in the contract with Pima County.

**V. APPENDIX**

Attachment 1 - Master List of Job Classifications Required to Wear Safety Shoes

Attachment 2 - Safety Shoe Purchase Form

**VI. RESPONSIBILITY FOR REVIEW**

Risk Management shall review this directive annually or as necessary.

**Attachment 1****MASTER LIST JOB CLASSIFICATION REQUIRED TO WEAR SAFETY SHOES  
PIMA COUNTY GOVERNMENT, TUCSON, ARIZONA****AUTO SERVICES DEPARTMENT**

1.	Trades Maintenance Helper	0910 - 2
2.	Trades Maintenance Tech.	0911 - 8
3.	Trades Maintenance Specialist	0912 - 19
4.	Trades Maintenance Supervisor	0913 - 4
5.	Parts Technician	1222 - 2
6.	Fleet Parts Manager	1224 - 1
7.	Communications Technician	3542 - 3
8.	Assistant Communications Maintenance Supervisor	3543 - 1
9.	Administrative Support Services Manager	7485 - 1

**PARKS AND RECREATION DEPARTMENT**

1.	Resource Specialist	2835 - 1
2.	Park Maintenance Supervisor	2813 - 4
3.	Lead Park Maintenance Worker	2812 - 7
4.	Park Maintenance Worker	2811 - 40
5.	Parks Equipment Mechanic	2259 - 1
6.	Principal Equipment Operator	2223 - 1
7.	Senior Equipment Operator	2222 - 5
8.	Laborer	2211 - 3
9.	Maintenance Mechanic	2141 - 1
10.	Electrician	2131 - 1
11.	Welder	2116 - 1
12.	Plumber	2115 - 1
13.	Parts Technician	1222 - 1
14.	Warehouse Supervisor	1214 - 1
15.	Principal Supply Technician	1213 - 1
16.	Landscape Architect	2833 - 3
17.	Safety Officer	1547 - 1

**CLERK OF THE BOARD/ARCHIVES**

1.	Sr. Supply Technician	1212 - 2
2.	Principal Supply Technician	1213 - 1
3.	Supply Technician	1211 - 2

**KINO COMMUNITY HOSPITAL****A. Maintenance/Plant Operations**

1.	Maintenance Mechanic	2141 - 8
2.	Sr maintenance Mechanic	2142 - 1
3.	Electrician	2131 - 1
4.	Mechanical Supervisor	2143 - 1
5.	Stationary Engineer	2151 - 4

**Attachment 1 Continued**

6.	Head Stationary Engineer	2152 - 1
7.	MGR Hospital Maintenance	4328 - 1
8.	Director, Purchasing Warehouse	1257 - 1
9.	Sr. SPD Technician	4352 - 2
10.	SPD Technician	4351 - 5
11.	Supply Technician	1211 - 1
12.	Environmental Services	2171 -
13.	Nutritional Services	
14.	SPD Sr. Technician	4353 - 1

**SOLID WASTE**

1.	Landfill Equipment Operator	2224 - 16
2.	Public Works Supervisor	2233 - 1
3.	Public Works Crew Supervisor	2232 - 4
4.	Chief Hydrologist	2314 - 1
5.	Director	7470 - 1
6.	Public Works Engineering Technician	2412 - 2
7.	Civil Engineer	2314 - 1
8.	Senior Hydrologist	2382 - 1
9.	Environmental Specialist	4536 - 1
10.	Compliance Inspector	4532 - 3

**ENVIRONMENTAL QUALITY**

1.	Air Quality Analyst	4636 - 4
2.	Environmental Enforcement Officer	4615 - 2
3.	Air Quality Technical Operations Supervisor	4614 - 1
4.	Civil Engineer	2314 - 2
5.	Environmental Enforcement Supervisor	4617 - 1
6.	Environmental Planning Manager	2368 - 1
7.	Environmental Specialist	4536 - 7
8.	Household Hazardous Waste Coordinator	2747 - 1
9.	Principal Hydrologist	2383 - 1
10.	Program Manager (Small business assistant)	1847 - 1
11.	Public Works Supervisor	4536 - 1
12.	Public Works Engineering Technician	2412 - 5
13.	Public Works Engineering Aide	2411 - 2
14.	Sanitarian	4535 - 2
15.	Senior Air Quality Analyst	4618 - 2
16.	Senior Civil Engineering Assistant	2313 - 1
17.	Senior Environmental Enforcement Officer	4615 - 6
18.	Senior Hydrologist	2382 - 1
19.	Senior Instrumentation Technician	2181 - 4
20.	Senior Plans Examiner	2672 - 1

**TRANSPORTATION AND FLOOD CONTROL****A. Field Engineering Division**

1.	Survey Party Chief	2473 - 6
2.	Survey Instrument Technician	2472 - 10
3.	Survey Aide	2471 - 17

**Attachment 1 Continued**

- 4. Sr. Engineering Plans Tech. 2468 - 2
- 5. Public Works Construction Inspector 2465 - 9
- 6. Sr. Materials Testing Technician 2464 - 2
- 7. Materials Testing Technician 2463 - 3
- 8. Public Works Engineering Technician 2412 - 18
- 9. Civil Engineering Assistant 2412 - 2

**B. Operations Division**

- 1. Sr. Public Works Const. Inspector 2466 - 8
- 2. Public Works Supervisor 2233 - 19
- 3. Public Works Crew Supervisor 2232 - 7
- 4. Principal Equipment Operator 2223 - 14
- 5. Senior Equipment Operator 2222 - 29
- 6. Equipment Operator 2221 - 26
- 7. Sr. Laborer 2212 - 8
- 8. Laborer 2211 - 40
- 9. Carpenter 2111 - 1

**C. Traffic Engineering Division**

- 1. Traffic Control Electrician Inspector 2444 - 1
- 2. Traffic Control Electronics Tech. 2442 - 3
- 3. Traffic Control Electrician 2441 - 2
- 4. Traffic Sign Supervisor 2435 - 1
- 5. Traffic Sign Technician 2431 - 6
- 6. Public Works Engineering Aide 2411 - 5
- 7. Sr. Striping Equipment Operator 2228 - 1
- 8. Striping Equipment Operator 2227 - 3
- 9. Equipment Operator 2221 - 1
- 10. Laborer 2211 - 2
- 11. Sign Painter 2114 - 1
- 12. Painter 2113 - 1

**D. Planning Division**

- 1. Hydrologist 2381 - 2

**E. Administration**

- 1. Safety Officer 1554 - 1

**FACILITIES MANAGEMENT DEPARTMENT**

**A. Central Plant**

- 1. Lead Central Plant Operator 2154 - 1
- 2. Central Plant Operator 2153 - 4

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**Attachment 1 Continued**

<b>B. Paint Shop</b>	
1. Painter	2113 - 5
2. Sign Painter	2114 - 1
3. Cabinet Maker	2112 - 1
<b>C. Electric Shop</b>	
1. Electrician	2131 - 6
2. Refrigerator Mechanic	2132 - 6
3. Electronic Technician	3541 - 3
4. Electrical Refrigerator Supervisor	2125 - 1
<b>D. Carpenter Shop</b>	
1. Carpenter	2111 - 2
2. Roofer	2118 - 1
3. Carpenter Supervisor	2121 - 1
<b>E. Plumbing Shop</b>	
1. Plumber	2115 - 5
2. Plumbing Supervisor	2123 - 1
<b>F. Maintenance Shop</b>	
1. Maintenance	2141 - 9
2. Sr. Maintenance Mechanic	2142 - 8
3. Public Works Construction Inspector	2465 - 1
4. Locksmith	2119 - 2
5. Trades Helper	2215 - 2
6. Mechanical Maintenance Supervisor	2143 - 1
<b>G. Laborer</b>	
1. Laborer	2211 - 2
<b>H. Inspection Division</b>	
1. Public Works Construction Inspectors	2465 - 4
<b>I. Refrigeration Shop</b>	
1. Refrigeration Mechanic	2132 - 6
2. Refrigeration Shop Supervisor	2124 - 1
<b>J. Building Maintenance Manager</b>	2163 - 2
<b>K. Parking Manager</b>	1171 - 1
<b>L. Architect</b>	2371 - 1

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**Attachment 1 Continued**

<b>M.</b>	<b>Architectural Manager</b>	2372 - 1
<b>N.</b>	<b>Director</b>	7510 - 1
<b>O.</b>	<b>Environmental Services Officer</b>	1554 - 1

**WASTEWATER MANAGEMENT****A. Engineering Division**

1.	Chief of Survey	2476 - 1
2.	Survey Party Chief	2474 - 1
3.	Survey Instrument Tech.	2472 - 1
4.	Survey Aide	2471 - 1
5.	Sewer Construction Inspection Sup.	2763 - 1
6.	Sewer System Project Inspector	2762 - 5
7.	Sewer Line Construction Inspector	2761 - 3
8.	Public Works Engineering Tech.	2412 - 5
9.	Sr. WW Monitor	2419 - 1
10.	WW Monitor	2418 - 1
11.	Sr. Instrument Tech.	2181 - 1
12.	Civil Engineering Manager	2315 - 2

**B. Treatment Division**

1.	Wastewater Treatment Plant Operator	2716 - 25
2.	Sr. WW Treatment Plant Operator	2717 - 18
3.	Principal WW Treatment Plant Operator	2718 - 11
4.	WW Treatment Plant Operations Sup.	2719 - 2
5.	Asst WW Treatment Plant Operator Sup.	2720 - 2
6.	Power Production Engineer	2721 - 5
7.	Lead Power Production Engineer	2722 - 1
8.	WW Plant Power Production Supervisor	2723 - 1
9.	WW Treatment Plant Attendant	2711 - 4
10.	WW Mechanic Maintenance Tech.	2732 - 16
11.	WW Treatment Plant Mechanic	2737 - 11
12.	Lead WW Treatment Plant Mechanic	2738 - 4
13.	WW Plant Maintenance Supervisor	2739 - 2
14.	Assistant WW Plant Supervisor	2754 - 1
15.	Sr. Laborer	2212 - 3
16.	Sr. Equipment Operator	2222 - 3
17.	Principal Equipment Operator	2223 - 2
18.	Sr. Custodian	2172 - 1
19.	Principal Supply Tech.	1213 - 1
20.	Sr. Supply Tech.	1212 - 1
21.	WWP Chief Electrician	2135 - 1
22.	Sr. Instrumentation Tech.	2181 - 4
23.	Principal Instrumentation Tech.	2183 - 2
24.	Welder	2116 - 1
25.	Painter	2113 - 1

**Attachment 1 Continued**

26.	Sr. WW Monitor	2419 - 5
27.	WW Monitor	2418 - 4
28.	Lab Assistant	4241 - 1
29.	WW Lab Tech.	2741 - 1
30.	WW Lab Assistant	2740 - 3
31.	Electrician	2131 - 2
32.	Assistant WWP Superintendent	

**C. Operations**

1.	UMW II	2225 - 17
2.	UMW I	2226 - 20
3.	UMW III	2731 - 6
4.	WWPS Maintenance Supervisor	2733 - 1
5.	Public Works Supervisor	2233 - 1
6.	Public Works Crew Supervisor	2232 - 4
7.	Senior Custodian	2172 - 1
8.	WW Maintenance Mechanic Technician	2732 - 3
9.	Public Works Engineering Technician	2412 - 3
10.	Field Operations Superintendent	2752 - 1
11.	Assistant Field Operations Superintendent	2751 - 1
12.	TR Maintenance Supervisor	0913 - 1
13.	TR Maintenance Specialist	0912 - 2

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1.	Principal Supply Technician	1213 - 1
2.	Senior Supply Technician	1212 - 1
3.	Laborer	2211 - 2
4.	Supply Technician	1211 - 1

**FORENSIC SCIENCE CENTER**

1.	Pathology Assistant	4249 - 4
2.	Forensic Field Agent	4373 - 3
3.	Forensic Pathologist	4445 - 2

**DEVELOPMENT SERVICES**

1.	Chief Building Official	2685 - 1
2.	Codes Enforcement Supervisor	2652 - 1
3.	Codes Enforcement Inspectors	2651 - 17
4.	Chief Codes Enforcement Inspector	2654 - 1

**SHERIFF'S DEPARTMENT (CORRECTIONS DIVISION)**

1.	Sr. Cook	4336 - 2
2.	Cook	4335 - 6
3.	Food Service Worker	4331 - 1
4.	Sr. Food Service Worker	4332 - 2

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**Attachment 1 Continued**

5.	Sr. Supply Technician	1212 - 9
6.	Supply Technician	1211 - 7
7.	Sr. Corrections Custodian	4369 - 7
8.	Custodian	2171 - 1

**SHERIFF'S DEPARTMENT (MATERIALS MANAGEMENT)**

1.	Warehouse Supply Supervisor	1214 - 1
2.	Senior Supply Technician	1212 - 2
3.	Lead Property & Evidence Technician	3255 - 1
4.	Property & Evidence Technician	3253 - 3
5.	Bomb Technicians	3211 - 4
6.	SWAT Team	3211 - 20

**RISK MANAGEMENT**

1.	Loss Control Manager	1559 - 1
2.	Loss Prevention Officers	1549 - 4

Attachment 2

**PIMA COUNTY SAFETY SHOE PURCHASE FORM**

No **6168**

Vendor: \_\_\_\_\_  
Purchase Order No.: \_\_\_\_\_  
Brand and Model or Stock Number: \_\_\_\_\_  
Purchase Date: \_\_\_\_\_  
Shoe Size: \_\_\_\_\_  
Style: \_\_\_\_\_  
Color: \_\_\_\_\_  
Price: \_\_\_\_\_

<p><b>FOR DEPARTMENTAL USE ONLY</b> Please complete the following employee information:</p> <p>Name: _____</p> <p>Class Code: _____</p> <p>Department: _____</p> <p>Division: _____</p>
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Please complete the above information and return to:  
Pima County Risk Management Department  
32 North Stone, Suite 2000  
Tucson, Arizona 85701  
(520) 740-5295

\_\_\_\_\_  
Safety Shoe Coordinator

\_\_\_\_\_  
Date

**PLEASE NOTE: THIS FORM MUST BE SIGNED IN ORDER TO BE VALID.  
FACSIMILES WILL NOT BE ACCEPTED.**