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PORT AUTHORITY OF GUAM

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Ray Tenorio
Lieutenant Governor

POLICY MEMORANDUM NO. 2001-003

To: All Employees	Subject: Foot Protection
Effective Date: February 14, 2011	Revision Dates: January 9, 2002 February 10, 2004 July 9, 2009
Approved by:  PEDRO A. LEON GUERRERO, JR., General Manager	
All revisions are marked with an asterisk (*)	

REFERENCE:

- A. Guam Occupational Safety and Health Manual, Chapter 12, Paragraph 1201, Head, Eye, Ear, Face, Hand and Foot Protection
- B. 29 CFR 1910.94 - Foot Protection
- C. 29 CFR 1910.136 – Foot Protection
- D. ANSI Z41-1991 – American National Standard for Personal Protection – Protective Footwear

I. REQUIREMENTS:

- A. References A through C applies to employment within an industrial terminal.
- B. Reference B applies to employment within a marine terminal.
- C. Reference D sets the standards on how manufacturers are to construct foot protection.
- D. Reference A requires the Port to provide personal protective equipment to employees. Additionally, it mandates employees to wear such equipment whenever exposure to hazard may cause injury or impairment to their bodies.

II. DEFINITION: Marine terminal means:

- A. Wharves, bulkheads, quays, piers, docks and other berthing locations and adjacent storage, areas, and structures associated with the primary movement of cargoes or materials from vessel to shore or shore to vessel;

- B. Structures devoted to receiving, handling, holding, consolidating, loading or delivering to waterborne shipments and passengers; and
- C. Areas devoted to the maintenance of the terminal facilities and cargo handling equipment.

III. SCOPE AND APPLICABILITY:

- A. *The Port Authority's policy is to ensure that each affected employee, including temporary employees, shall be provided and be required to wear protective footwear when they are exposed to foot injuries due to falling or rolling objects, or object piercing the soles, or where such employee's feet are exposed to electrical hazards.
- B. Safety shoes shall bear identifying marks or labels indicating compliance with the manufacturing provisions of the American National Standard Institute for Personal Protective Footwear, ANSI Z41-1991, Reference D.
- C. While in designated foot hazard areas and identified work tasks, employees must wear their safety shoes at all times.
- D. *It is the Port's policy to pay \$125.00 for procurement of safety shoes as specified in the requisition to be "waterproof, electrical hazards, composite/steel toe, and meeting Reference D. If the cost of the safety shoes is greater than \$125.00, the employee is responsible to pay the difference. The exceptions to this procurement policy are those employees who are occupying the series of position titles of Stevedore and Welder.

*Stevedores shall wear puncture resistance sole safety shoes with 6" high boot, waterproof, composite toe, electrical hazard, and meeting Reference D. The Port will pay \$140.00 for this type of safety shoes. If the cost of the safety shoe is greater than \$140.00, the employee will pay the difference.

*Welders' safety shoes are 8" high boot to prevent welding slag from entering, electrical hazard to insulate employees from ground and retard conduction with protection from 600 volts or less, composite toe, waterproof, and meeting Reference D. The Port will pay \$140.00 for this type of safety shoes. If the cost of the safety shoe is greater than \$140.00, the employee will pay the difference.

*Electrician, Port Police and All Other Positions in Transportation Division, Terminal Division, Maintenance Department and other personnel requiring foot protection because of their nature of work shall wear safety shoes, i.e., 6" high boot, waterproof, composite toe, electrical hazard, and meeting Reference D. The Port will pay \$125.00 for this type of safety shoes. If the cost of the safety shoe is greater than \$125.00, the employee will pay the difference.

IV. RESPONSIBILITIES:

A. The Safety Administrator shall:

1. identify and designate foot hazard areas and operations where foot protection is required;
2. *issue "voucher" to employees requiring safety shoes and receive receipt with signed original voucher from vendor(s) for processing and payment;
3. Finance Division shall make payment to vendor(s);
4. maintain records of employees who were issued safety shoes; and
5. review request for replacement of safety shoes with division head to determine if employee's request for replacement is valid.

B. Division heads, supervisors and leaders shall:

1. ensure employees under their supervision wear safety shoes while in designated foot hazard areas and operations;
2. enforce the provisions of this policy; and
3. *submit to the Safety Administrator budget requirements for safety shoes.

C. Employee:

An employee whose position title requires wearing of safety shoes is expected to comply with this policy to prevent foot injuries. The employee is accountable for his shoes. The cost of replacing lost or stolen shoes shall be the responsibility of the employee.

V. PROCEDURE FOR PROCUREMENT OF SAFETY SHOES:

A. Initial Issue of Safety Shoes:

1. *The supervisor or division head shall complete a "procurement request" form for submission and approval of the Safety Administrator.
2. *The Safety Administrator shall record, sign the procurement request, and issue "voucher" for employee to hand carry to the vendor for his/her safety shoes.
3. *A new pair of safety shoes will then be issued to the employee by the vendor. The vendor will issue receipt and return signed original voucher to the employee who will turn in to the Safety Administrator.
4. *The Safety Administrator will make copies of receipt and voucher for his records and forward originals to Accounting Division for payment.

B. Replacement of Safety Shoes:

1. Employee shall request for replacement of safety shoes because of wear and tear. He shall present his/her pair of safety shoes to his supervisor or division head for verification.
2. If the supervisor or division head has difficulty determining the serviceability of the shoes, the Safety Administrator shall be consulted for final determination.
3. *Upon approval for replacement, the supervisor or division head shall follow process V.A.1 to 3 above.
4. The employee shall be responsible for the cost of stolen or lost safety shoes.
5. Safety shoes ARE NOT automatically replaced every year. Safety shoes are only replaced when damaged or unserviceable (worn out) as determined by the division head and Safety Administrator.

VI. **DESIGNATED FOOT HAZARDOUS OPERATIONS/AREAS:**

Foot hazardous operations are those which have a high incidence of, or potential for foot injuries. Examples of trades generally associated with foot or toe hazardous operations are: construction, material handling, cargo handling, maintenance, transportation, ship repair and operation. The Safety Administrator will designate foot hazardous operations/areas and the type of foot protection required for employees.

A. **Designated Foot Hazard Areas:**

1. Aboard cargo ships and other vessels
2. *Scrap metal cargo ships and staging areas
3. Waterfront areas
4. Container yard
5. All industrial equipment operations
6. All industrial operations and areas
7. Construction areas.

B. Designated Foot Hazard Operations: (Includes leaders and supervisors)

1. Stevedoring operations
 - a. Stevedores
 - b. Riggers
2. Terminal operations
 - a. Cargo Checkers
3. Transportation operations
 - a. Equipment Operators
 - b. Crane Operators
 - c. Mobile Equipment Dispatchers
4. Equipment Maintenance operations
 - a. Crane Mechanics
 - b. Heavy Equipment Mechanics
 - c. Welders
 - d. Preventive Maintenance Mechanics
 - e. Automotive Body Workers
5. Facility Maintenance operations
 - a. Electricians
 - b. Painters
 - c. Carpenters
 - d. Plumbers
 - e. Maintenance Custodians
6. Temporary employees assigned to any of the above operations
7. CIP/Engineering personnel
8. Safety personnel
9. Supply technicians
10. Port Police personnel
11. Commercial personnel

Exception: Clerks and other support personnel are not required to wear safety shoes.

C. Type of Foot Protection (Safety Shoes):

1. Stevedores – puncture resistance soles, waterproof, composite toe electrical hazard, and meeting Reference D.
2. Welders – 8" high boot to prevent welding slag from entering shoes, electrical hazard up to 600 volts resistance, waterproof, and meeting Reference D.
3. Electricians – electrical hazard shoes up to 600 volts resistance, waterproof, and meeting Reference D.
4. All other Positions – waterproof, electrical hazard, and meeting Reference D.

Foot protection shall be worn at all times in designated foot hazardous operation/area. Any employee reporting to work without his/her safety shoes will not be allowed to work in the designated foot hazardous operation/area. The division head or supervisor may assign the employee to perform office duties, secure him/her from work, or send him/her home to retrieve his/her safety shoes.

VII. ACTION

- A. *Management shall support this Policy Memorandum to ensure that employees requiring safety shoes are provided with proper foot protection at the Port Authority.
- B. *Division heads shall submit safety shoes budget requirement for their employees.
- C. Division heads and supervisors shall implement this Policy Memorandum by ensuring employees obtain the required foot protection; wear the foot protection as required; and take appropriate administrative action against any employee who fails to comply with this Policy.
- D. The Safety Administrator shall maintain records, monitor the procurement and issuances of safety shoes. He shall advise management of compliance of this Policy Memorandum with recommendations for cost savings and improvement. He shall update the policy memorandum as necessary.
- E. Employees shall abide with this Policy Memorandum and are expected to wear their safety shoes within the designated foot hazardous area/operation.