EMRTC Employee Process for Requesting

PROTECTIVE FOOTWEAR or SAFETY PRESCRIPTION GLASSES

(EMRTC SOP 171.DOC – May 19, 2014/Section 10)

Employee

1. Will get form from their supervisor or the Industrial Safety Officer.
3. If employee plans on making purchase, they need to attach a price list and description from the vendor.
4. Forward to Supervisor for Approval.

Supervisor

1. Supervisor – Review and approve form and forward to Industrial Safety Officer.

Safety Office

1. Industrial Safety Officer, reviews, approves and initiates requisition for protective equipment request. (EMRTC’s Authorization Form for Personal Protective Equipment Safety Shoes or Safety Prescription Glasses should be attached to requisition)
2. Safety Officer will notify employee on self-purchase when requisition is approved and the requisition will be issued to the employee.
3. Once the shoes or glasses are received, they need to be inspected and logged in by the Industrial Safety Officer to assure compliance under SOP 171.

Business Process

1. Requisition will be routed electronically for approvals.

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2. Purchase
   a. Order will be placed by Buyer
   b. If order is placed by employee, the receipt must be returned to
      EMRTC Buyer for processing reimbursement not to exceed $100.00.
3. Order will be received and payment processed
   a. Invoice will be processed for payment if ordered by EMRTC Buyer
   b. Invoice will be forwarded to EMRTC Buyer by employee in order to
      reimburse employee for purchase.

4. Employee will repeat the same process when requesting replacement
   protective gear.

Mona Torres
Associate Director for Administration and Finance

2 June 2014

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EMRTC’s AUTHORIZATION FORM FOR PERSONAL PROTECTIVE EQUIPMENT SAFETY FOOTWEAR OR SAFETY PRESCRIPTION GLASSES

EMPLOYEE NAME: ____________________________

DEPARTMENT: ______________________________

COST CENTER/CONTRACT: ________________________

It has been determined that safety shoes and/or boots meeting the ANSI Z41-1991 Standards are a requirement of your position based on information in Occupational Safety and Health Administration (OSHA), regulations 29 CFR 1910.136, Subpart I.

☐ Up to $100 for Safety Shoes OR Safety Prescription Glasses per policy

Additional costs for the following may be purchased upon the assessment and approval of the Safety Manager:

☐ Electric Hazard Composite Toe Steel or Alloy Toe Chemical Resistant
☐ Specialty Shoes with metatarsal guards
☐ Other Specialty Shoes
☐ Electric Hazard-Composite Toe Electrically Conductive—Reduced Static Electricity Waterproof
☐ Safety Prescription Glasses
☐ Replacement is due to a workplace incident on __/__/____

By my signature, I am aware that safety shoes must be worn at all times when I am actively engaged in any work requiring safety shoes, while in pay status, at EMRTC.

EMPLOYEE SIGNATURE ____________________________ PUID # ______________________ DATE ____________

SUPERVISOR SIGNATURE ________________________ DATE ____________

EMRTC agrees to pay for the purchase of safety shoes for regular employees who have received their supervisor’s authorization based on the hazard assessment for the position no more than every two years unless damaged during the course of EMRTC business. Normal wear and tear is expected but excessive wear shall be the responsibility of the employee if replacement is needed.

Any employee who falsifies this form shall be subject to disciplinary action in accordance with EMRTC Policy.

ONCE THIS FORM IS COMPLETED, PLEASE RETURN IT TO YOUR SUPERVISOR FOR PROCESSING THRU THE INDUSTRIAL SAFETY OFFICE.

INDUSTRIAL SAFETY OFFICER ____________________________ DATE ____________

Total Approved

EMRTC’s Authorization Form for Personal Protective Equipment (Footwear/Safety Glasses) – 06/02/2014