

UNIVERSITY
OF
CALIFORNIA

Slip-Resistant Footwear Program

University of California, Office of the President



Program Guidelines

Updated May 2019

Table of Contents

Program Description

1A. Overview	Page 1
1B. Funding	Page 1
1C. Participation	Page 1

Program Participation Guidelines

2A. Enrollment Instructions	Page 1
2B. Mandatory Participation	Page 2
2C. Approved Slip-Resistant Footwear Styles	Page 2
2D. Requests to Add Styles to the UC Program	Page 2
2E. Re-ordering Slip-Resistant Footwear	Page 3
2F. Slip-Resistant Overshoes	Page 3
2G. Other Slip-Resistant Footwear Manufacturers	Page 3
2H. New Hires, Part-time and Short-Term Employees	Page 3
2I. Volunteers and Visitors	Page 4

Program Administration

3A. UCOP Risk Services	Page 4
3B. EH&S Slip-Resistant Footwear Program Liaisons	Page 4
3C. Primary Contacts	Page 5
3D. Authorized Purchasers	Page 5
3E. Department Managers / Supervisors	Page 5
3F. Participating Employees	Page 5

Returns, Exchanges, Warranty, and Claim Information

4A. Returns and Exchanges	Page 5
4B. Footwear Warranty	Page 5
4C. Filing a slip and fall claim (for employee wearing slip-resistant shoes)	Page 5

Program Description

1A – Program Overview

The University of California, Office of the President, Office of Risk Services (OPRS), Environment, Health and Safety (EH&S) Program provides oversight and funding for the systemwide Slip-Resistant Footwear Program (SRF Program). This program provides slip-resistant footwear to employees at all University of California locations who routinely work in environments that are determined to be wet or slippery. The objective of this program is to reduce the frequency and severity of slips and falls for employees working in such environments. Reducing slips and falls will protect our University employees from injury and ultimately decrease the University's workers' compensation costs associated with these types of injuries. It is the intent of this program is to provide high-quality, slip-resistant footwear to those employees whose job duties expose them to slip and fall hazards.

The slip-resistant footwear provided by this SRF Program is effective in reducing slips on indoor, hard, smooth surfaces such as tile, smooth concrete, wood, and smooth metal that may be dry, intermittently wet, or saturated. Examples of such surfaces include wet kitchen floors, greasy kitchen floors, wet cage washing rooms, and floors that are wet from mopping, waxing or stripping. The footwear is not intended to prevent slips and falls on outdoor or uneven surfaces, such as dirt, wet grass, gravel, or rough concrete. As such, the OPRS-sponsored program will not support these types of participation requests.

This program guidance document describes the program in its entirety. This document will be reviewed and updated annually, and the most current version of this program document and all supporting documents are found on UCOP Risk Services' website: <https://www.ucop.edu/safety-and-loss-prevention/environmental/footwear.html>.

1B – Program Funding

The SRF Program is funded by UCOP Risk Services and offered as an injury-reduction strategy for departments with employees exposed to slip and fall hazards in wet or slippery environments, as defined in Section 1A. UC locations are expected to provide administrative resources to manage the program locally within each participating department or unit. Footwear, payment processing, and program administration are all provided by UCOP Risk Services.

1C – Program Participation

All University locations with employees routinely working in environments that are determined to be wet or slippery (as defined in Section 1A) are encouraged to participate in this program. Such environments should be identified by Environmental Health and Safety professionals and/or the result of a risk assessment. Program participation will be considered only for those slip / fall hazards that meet these conditions. Note that participation does not include employees that are simply walking through wet or slippery environments, but rather those executing job duties in such environments.

SRF Program participation will typically be declined for employees working primarily in the following environments:

- Carpet (as this can cause increased risk of a trip / fall injury due to the degree of grip the shoe has on carpet)
- Outdoor surfaces
- Uneven surfaces

SRF Program participation will also typically be declined for administrative positions. Although an administrative employee may work in a potentially slippery environment, job duties related to an administrative position are typically sedentary and involve extensive sitting and/or stationary standing. These types of job duties do not pose the same slip and fall risk as those with dynamic physical demands. If an administrative employee occasionally faces slip and fall hazards, slip-resistant overshoes should be worn during those job duties. See [Slip-Resistant Overshoes](#) section for additional information.

Program Participation Guidelines

2A – Enrollment Instructions

All departments interested in participating in the SRF Program must submit an enrollment form for participation

consideration.

Program participation requires upper-level management approval and support. To enroll in the program, please follow these instructions:

1. Contact your [EH&S Liaison](#) and provide the following:
 - a. A description of the slip / fall hazards within your department
 - b. Justification for the enrollment of your department in the program
 - c. You may also consider providing historical slip / fall injury data
2. Together with your EH&S Liaison, complete and submit the [SRF Program Participation Application](#) for review and approval

Upon approval, your department will be provided with instructions and information to begin ordering shoes. Posters with UC-approved styles from both suppliers can be found on the program website, <https://www.ucop.edu/safety-and-loss-prevention/environmental/footwear.html>. Print the posters and post them in an area frequented by employees. Individual employees may order footwear from either supplier.

The [UC Slip-Resistant tool](#) should be used for ordering all footwear.

Each UC location may hold up to 2 onsite fittings per year with each of the suppliers. The fittings must be coordinated by the Local EH&S Liaison to ensure every participating department has the opportunity to take advantage of the fitting. During the fitting, the suppliers will bring the UC-approved styles to your location so that employees may try on various shoe styles and sizes for a good fit and comfort.

Shoes for Crews: ucrequests@shoesforcrews.zendesk.com

SR Max: info@srmx.com

2B – Mandatory Participation

The University (employer) has agreed to provide slip-resistant footwear as required personal protective equipment (PPE) for employees working in wet or slippery environments that match the intent of the footwear as defined in [Section 1A](#). Once your department agrees to participate in the SRF Program for specific job classifications within your department, all personnel working in that job classification are required to wear slip-resistant shoes as PPE whenever they are conducting work while exposed to slip / fall hazard environments.

Cal/OSHA codes allow employers to identify required PPE, based on a risk assessment, and to provide PPE to their employees at no cost to the employee but require that the employee must then wear the PPE when working in the hazard area. Employees who do not wear their employer-provided PPE may be subject to disciplinary action.

The only exception to the mandatory participation is for employees who wear shoes prescribed by their physician to address a medical condition (proper documentation is required). In such situations, employees are permitted to wear their prescribed shoes instead of slip-resistant shoes, but must wear slip-resistant shoe covers (provided by both suppliers) over their shoe to reduce slip / fall injury potential.

2C – Approved Slip-Resistant Shoe Styles

OPRS has carefully evaluated and selected appropriate styles of slip-resistant footwear from each of our slip-resistant footwear providers. Participating departments or units may not order styles other than those pre-approved. The department will be charged for any shoe style ordered that is not on the approved style list. For detailed information on UC-approved styles, refer to the posters on the [UCOP SRF Program website](#).

2D – Requests to Add Styles to the UC Program

If there are shoes styles offered by either SRF Program suppliers that are not included in the pre-approved list, you may request that the shoe style be included in the program. All requests should be directed to OPRS at UC-SAFETYSHOES-L@LISTSERV.UCOP.EDU.

OPRS will work with EH&S safety specialists to determine if the requested style is appropriate and should be added to the program.

2E – Re-ordering Slip-Resistant Shoes

UCOP provides two pairs of slip-resistant shoes per year for each eligible employee enrolled in the program.

must be re-ordered every 6 months using the [UC Slip-Resistant Tool](#). Departments must keep track of their re-order schedule. It is recommended that departments designate the 2 months per year that shoes will be ordered as it is more efficient to order shoes in bulk twice per year than on different schedules for individual employees. Slip-resistant overshoes may be used for new hires or other employees to wear until the next scheduled order.

Warranty Information

The supplier warranties only guarantee against slip / fall injuries for the first six months of wearing a pair of slip-resistant shoes. Due to the slip-resistant nature of the soles, the program-approved shoes can wear faster than other shoes. Departments must replace worn slip-resistant shoes on a 6-month cycle to maintain the protective quality of the footwear as PPE and to ensure that employees are covered under the SRF Program warranty. See Returns, Exchanges, Warranty, and Claim Information section for more information.

Old SRF Footwear

After 6 months of wear, employees may not wear their slip-resistant footwear during work hours. For taxes purposes, employees may not keep their worn slip-resistant footwear or take the old footwear home. Departments must collect the old shoes for disposal or donation. If the department chooses to donate, it should obtain a receipt on behalf of the Regents of the University of California and send it to the [local Tax Coordinator](#).

2F – Slip-Resistant Overshoes

Slip-resistant overshoes are reusable slip-resistant shoe covers that are worn over an individual's own shoes to provide an increased level of slip-resistance on smooth, hard surfaces that may be wet or dry. They come in a range of sizes and can be shared among multiple users during their lifetime of use. Slip-resistant overshoes can last up to 6 months of normal wear (based on a 40-hour work week). Slip-resistant overshoes should be disposed of when any of the following is observed:

1. Cracked, abraded, or damaged material on any part of the overshoe
2. Tread is worn so that overshoe base material is no longer visible
3. Holes or leaks occur
4. The interior of the overshoe cannot be cleaned
5. Tread is caked with matter and cannot be cleaned

It is recommended that units maintain an inventory of slip-resistant shoe covers to provide to employees who have forgotten their slip-resistant footwear, or to assign to new, part-time, and short-term personnel, student employees, visitors and volunteers

Slip-resistant overshoes should be provided to new hire, part-time, and short-term personnel until a pair of slip-resistant shoes is provided. Slip-resistant overshoes should also be provided to student employees, volunteers, and visitors to the department if they will be exposed to a slippery surface as described in [Section 1A](#). Slip-resistant overshoes may be used by long-term employees when:

1. An individual must wear shoes prescribed by their doctor
2. An individual's shoe size is outside of the range of SRF shoe sizes (too small or too large)
3. With supervisor's approval, an individual chooses to wear slip-resistant overshoes instead of slip-resistant shoes

Slip-resistant overshoes should be cleaned regularly according to manufacturer recommendations.

The cost of purchasing / stocking overshoes is paid by UCOP.

NOTE: Although approved overshoes are slip-resistant and provide slip and fall protection, the suppliers' warranties do not apply to persons wearing slip-resistant overshoes. Wearing overshoes in slippery environments decreases the opportunity of a slip / fall and reduces the University's risk.

2G – Other Slip-Resistant Shoe Manufacturers

Currently, only Shoes for Crews and SR Max footwear is included in this program. Slip-resistant shoes provided by other manufacturers are not approved.

2H - New Hires, Student, Part-time and Short-term Employees

Until a pair of approved slip-resistant footwear is provided as PPE, **new-hire employees** may use their own shoes during work hours with appropriately-sized slip-resistant overshoes over their shoes. See [Slip-Resistant Overshoes](#) section for additional information.

Any **part-time employee** who works 20 hours or more per week in a job classification that requires slip-resistant footwear for PPE must be provided with a pair of approved slip-resistant shoes. Follow the new-hire instructions above when enrolling these employees in the SRF Program. Part-time employees who work less than 20 hours per week must wear slip-resistant overshoes over their own shoes and should not be issued slip-resistant footwear. See [Slip-Resistant Overshoes](#) section for additional information.

All **student employees** must wear slip-resistant overshoes over their own shoes and should not be issued slip-resistant footwear. See [Slip-Resistant Overshoes](#) section for additional information.

Any **short-term employee** anticipated to work **less than 60 days** in a job classification that requires slip-resistant footwear for PPE must wear slip-resistant overshoes over their own shoes when conducting work at the University. Follow new-hire instructions above for any short-term employee anticipated to work **more than 60 days** in a job classification that requires slip-resistant footwear for PPE.

The process of providing approved slip-resistant footwear to new hire / part-time employees should be completed within the first few days of employment. Departments should maintain a sufficient inventory of slip-resistant overshoes in various sizes to provide to new-hire and part-time employees, as previously described. The cost of slip-resistant overshoes is covered by the UCOP-sponsored program.

NOTE: Although approved overshoes are slip-resistant and provide slip and fall protection, the suppliers' warranties do not apply to persons wearing slip-resistant overshoes. Wearing overshoes in slippery environments decreases the opportunity of a slip / fall and reduces the University's risk.

2I – Volunteers and Visitors

Volunteers are considered individuals who work on University premises for no pay but by permission within your department. Any individual that conducts volunteer work in a wet or slippery environment, as described in [Section 1A](#), must wear slip-resistant overshoes. The department should provide a pair of overshoes to each volunteer to wear over their personal shoes during their voluntary work at the University. The overshoes should remain the property of the department and volunteers should return the overshoes to the department at the conclusion of each shift of volunteer work. The cost of these slip-resistant overshoes is covered by the UCOP-sponsored program.

Any visitor to the department that must enter a wet or slippery environment ([Section 1A](#)) is expected to wear slip-resistant overshoes during their visit. The department should provide a pair of approved overshoes to every visitor for the duration of their visit. Overshoes should be surrendered to the department before the visitor leaves.

Program Administration

3A – UCOP Risk Services

UCOP Risk Services (OPRS) will provide systemwide program management and direction. This includes systemwide administration, funding, and payment processing. SRF Program inquiries for OPRS should be addressed to UC-SAFETYSHOES-L@LISTSERV.UCOP.EDU. OPRS leads a committee of safety professionals from the Occupational Safety Workgroup that provides program input.

3B – EH&S SRF Program Liaisons

The Occupational Safety Workgroup is comprised of safety professionals from every University location. Select members of this workgroup are EH&S Liaisons for the SRF Program at every location. Names and contact information can be found on the [UCOP Slip-Resistant Footwear Program website](#). The EH&S Liaison at each location is a resource for departments participating in the SRF Program. Each liaison works closely with OPRS and the Occupational Safety Workgroup to develop specifications for personal protective equipment (PPE) based upon job classifications and the associated hazards. Questions regarding your location's program should be directed to your local EH&S Liaison.

3C – Primary Contacts

The primary contact for each unit/department serves as the single point of contact for the department, local EHS Liaison, UCOP EHS, and suppliers. The primary contact may make changes to their unit's enrollment form, including updates to the participation roster, updates to manager/supervisor, authorized purchaser, etc.

3D – Authorized Purchasers

Each participating department must assign a slip-resistant footwear program authorized purchaser. The employee in this role places the footwear orders and manages the returns and exchanges. The authorized purchaser is also responsible for assisting employees with placing and managing their individual orders if the unit has granted them that access. The authorized purchaser should maintain all department / unit slip-resistant footwear program records, including, but not limited to, packing slips, UPS labels, and individual styles and sizes. Authorized purchasers may order only UC-approved slip-resistant footwear styles through the [UC Slip-Resistant Tool](#).

Authorized purchasers may make changes to their unit's enrollment form, including updates to the participation roster, updates to manager/supervisor, authorized purchaser, etc.

3E – Department Managers / Supervisors

Department managers and supervisors are expected to approve all shoes for their direct reports. Managers and supervisors should ensure that all slip-resistant footwear worn by their employees are UC-approved (see approved shoe styles on [UCOP Slip-Resistant Footwear website](#)). Additionally, it is the manager and/or supervisor's responsibility to ensure that their employees are compliant with wearing approved slip-resistant footwear appropriately during work hours. They must also ensure that the footwear is not excessively worn or faulty and is not worn more than 6 months from the date of purchase. Finally, supervisors and managers are responsible for immediately notifying OPRS of all employee incidents involving a slip and fall while wearing slip-resistant footwear (see [Section 4C](#) for detailed instructions).

Department managers and supervisors may make changes to their unit's enrollment form, including updates to the participation roster, updates to manager/supervisor, authorized purchaser, etc.

3F- Participating Employees

Employees enrolled in the UC Slip-Resistant Footwear Program are expected to wear the provided slip-resistant footwear while working in wet or slippery environments to prevent slips and falls. Employees should report all issues and concerns regarding footwear immediately to their unit's UC Slip-Resistant Footwear Program contact, authorized purchaser or supervisor/manager.

Returns, Exchanges, Warranty, and Claim Information

4A - Returns and Exchanges

The UC-approved slip-resistant footwear suppliers offer a 60-day guarantee that allows employees to exchange or return their styles for any reason within 60 days of purchase date, even if the shoes have been worn. Each approved supplier provides a prepaid UPS label and an exchange order form with every pair of shoes purchased. The label and form should always be saved in case a return or exchange is necessary. It is the responsibility of the department to order exchange shoes under the 60-day guarantee using the prepaid UPS label and exchange form. The exchange form can also be completed online using the UC Slip-Resistant Tool. Detailed return/exchange instructions are on the program website: [SR Max Return/Exchange Information](#) and [Shoes for Crews Return/Exchange Information](#). If an employee must work without approved slip-resistant shoes while awaiting an exchange, they must wear their own shoes with approved slip-resistant overshoes during work hours until their new pair of slip-resistant shoes arrives. See [Section 2F](#) for more information.

Additionally, the UC-approved slip-resistant footwear suppliers offer a 6-month warranty against manufacturer defects and failures. If a pair of UC-approved slip-resistant shoes has a justifiable manufacturer failure after 60-days but before the 6-month re-order period, contact the supplier with information about the failure and to order a replacement pair of shoes.

Shoes for Crews: ucrequests@shoesforcrews.zendesk.com

SR Max: info@srmmax.com

Again, if employees must work without approved slip-resistant shoes while awaiting an exchange pair, they must wear their own shoes with approved slip-resistant overshoes during work hours until their new pair of slip-resistant shoes arrives. See [Section 2F](#) for more information.

NOTE: Although approved overshoes are slip-resistant and provide slip and fall protection, the suppliers' warranties do not apply to persons wearing slip-resistant overshoes. Wearing overshoes in slippery environments decreases the opportunity of a slip / fall and reduces the University's risk.

4B – Slip-Resistant Footwear Warranty

Footwear providers for the UC SRF Program guarantee the slip-resistant properties of their shoes in work environments as described in [Section 1A](#) for 6 months from date of purchase. If a UC employee is injured by a slip / fall accident while wearing UC-approved slip-resistant shoes, the footwear supplier will pay up to \$10,000 (SR Max) or \$15,000 (Shoes for Crews) toward the Workers' Compensation claim resulting from the incident.

Acceptable hazards covered under warranty include, but are not limited to: oil, grease, water, liquefied fats and synthetic lubricants on smooth, even, indoor surfaces. The warranty does not cover slipping on solid obstacles on the floor (e.g., banana peels, vegetable matter, ice cubes, etc.), on ice-covered surfaces in freezers or coolers, or outdoors. The sole of the shoe must be in direct contact with the floor surface when the slip occurs. Please include detailed information about the work activities and the standing or walking surface conditions at the time of the injury in your report.

NOTE: Although approved overshoes are slip-resistant and provide slip and fall protection, the suppliers' warranties do not apply to persons wearing slip-resistant overshoes. Wearing overshoes in slippery environments decreases the opportunity of a slip / fall and reduces the University's risk.

4C – Filing a Slip and Fall Claim

If an employee is injured from a slip / fall while wearing UC-approved slip-resistant footwear, immediately complete the Workers' Compensation injury report using your location's reporting system. Additionally, the following information must be submitted by email to UCOP Risk Services at UC-SAFETYSHOES-L@LISTSERV.UCOP.EDU within 48 hours so the UCOP Workers' Compensation Program Manager can file the claim with the appropriate supplier in a timely manner.

1. Supplier, style # and name of the slip-resistant shoes that the employee was wearing
2. Date the shoes were purchased
3. Incident report and Workers' Compensation claim form (DWC1)
4. Claim # / Reference #
5. An electronic copy of the packing slip or email confirmation
6. The name and contact information of the injured worker's manager/supervisor
7. Specific food particles or substance that caused the employee to slip
8. Working environment at the time of the slip / fall (freezer or sub-zero environment, kitchen, indoors, etc.)

NOTE: Although approved overshoes are slip-resistant and provide slip and fall protection, the suppliers' warranties do not apply to persons wearing slip-resistant overshoes. Wearing overshoes in slippery environments decreases the opportunity of a slip / fall and reduces the University's risk.

Additional Information and Resources

UC Slip-Resistant Footwear Program website: <https://www.ucop.edu/safety-and-loss-prevention/environmental/footwear.html>

UC Slip-Resistant Tool: <https://ehs.ucop.edu/slipresistant/>

Slip-Resistant Program EHS [Liaison Contact List](#)

Technical issues with the Slip-Resistant tool should be reported to service@riskandsafetysolutions.com

Contact UCOP SRF Program Administrators: UC-SAFETYSHOES-L@listserv.ucop.edu