

Red Wing Shoe Program & Truck Schedule

FM-OHS no longer issues shoe vouchers. The Red Wing truck will have a list of eligible UVA FM employees provided to them by FM-OHS. Employees are notified of their eligibility by FM-OHS via email no later than the day before the scheduled shoe truck visit. Eligible employees will use their UVA ID badge to pick up shoes at the truck.

I. Purpose & General Information

1. The purpose of this document is to establish a uniform process of determining UVA Facilities Management employees' eligibility for safety shoes and a standard procedure for distributing these shoes.
2. Facilities Management Occupational Health and Safety (FM-OHS) is the only group responsible for managing the safety shoe program and determining eligibility.
3. Facilities Management provides a set allowance for a pair of safety shoes from Red Wing. Any cost above the set allowance (such as an upgraded shoe) is the responsibility of the employee. Accessories are the responsibility of the employee.

II. Applicability

UVA Facilities Management's Safety Shoe Program applies to all UVA FM employees required to wear safety shoes to complete their job responsibilities.

III. Procedural Steps

Determining Eligibility

1. FM employees are eligible for safety shoes annually (12 months from their last issue date).
2. EXCEPTIONS:
 - a. Special circumstances regarding excessive wear and/or damage due to job responsibilities.
 - b. Changed prescription/medical needs – must be accompanied by a copy of the physician's note.

Requesting Safety Shoes

1. Requests for safety shoes outside of an employee's annual eligibility must come from the employee's supervisor via email:
 - a. The supervisor must email his/her request to Facilities Management Occupational Health and Safety at FM-OHS@virginia.edu
 - b. Subject line must be "Safety Shoes Request".
 - c. The body of the email must contain the employee's name and UVA computing ID, as well as the reason for requesting new shoes (damage, medical reason, etc.), as well as a doctor's note, if necessary.

Requests must be received at least 7 days before the scheduled shoe truck. Requests made after this date may be required to wait until the following truck. Requests sent to any other email address will take longer to process.

2. FM-OHS will respond, confirming eligibility, no later than the day before the scheduled shoe truck visit.

Red Wing Shoe Program & Truck Schedule – *continued*

Distribution of Safety Shoes

1. Once eligibility is confirmed via email by FM-OHS, the eligible employee can pick up safety shoes at the Red Wing Shoe Truck, scheduled to be at FM-OHS every two weeks, coinciding with New Employee Safety Training (NEST). All eligible employees must have a valid UVA ID badge when visiting the shoe truck and must pick up their own shoes. (An employee cannot send another person in their place to pick up shoes.)
2. If an employee fails to pick up shoes at the scheduled shoe truck, his/her name will remain on the Red Wing eligibility list for approximately 90 days, allowing the employee to pick up safety shoes at future trucks.

IV. References:

1. All Safety Shoe/PPE information can be found on the FM-OHS website:
<https://www.fm.virginia.edu/depts/ohs/index.html>.
2. Email any questions/inquiries on PPE, training, or workplace safety to FM-OHS at FM-OHS@virginia.edu.
3. Red Wing Guarantee & Service:
https://www.fm.virginia.edu/docs/ohs/RedWingShoeProgram_GuaranteeService.pdf

V. Schedule:

In the event of inclement weather, please be aware the Red Wing shoe truck may not be on-site.

DATE	TIME & LOCATION		
Tuesday, January 9, 2018			
Tuesday, January 23, 2018			
Tuesday, February 6, 2018			
Tuesday, February 20, 2018			
Tuesday, March 6, 2018			
Tuesday, March 20, 2018			
Tuesday, April 3, 2018			
Tuesday, April 17, 2018			
Tuesday, May 1, 2018			
Tuesday, May 15, 2018			
Tuesday, May 29, 2018			
Tuesday, June 12, 2018	7:00-7:30 AM	7:30 AM-12:00 PM	12:30 PM-3:30 PM
Tuesday, June 26, 2018	NEW EMPLOYEES	ALL EMPLOYEES	ALL EMPLOYEES
Tuesday, July 10, 2018	FM Alderman	FM Alderman behind	Hospital Multi-Story
Tuesday, July 24, 2018	behind Skipwith Hall	Skipwith Hall	Loading Dock
Tuesday, August 7, 2018			
Tuesday, August 21, 2018			
Tuesday, September 4, 2018			
Tuesday, September 18, 2018			
Tuesday, October 2, 2018			
Tuesday, October 16, 2018			
Tuesday, October 30, 2018			
Tuesday, November 13, 2018			
Tuesday, November 27, 2018			
Tuesday, December 11, 2018			