2017 Winter Boot Program

**PLEASE NOTE:** The FM Winter Boot Program offers insulated winter boots to **Designated Employees** that may have to work Snow Duty, clearing or de-icing University sidewalks or roadways.

**Employees are NOT eligible annually. Eligibility is dependent on an employees’ Emergency Event Status and their supervisor’s discretion.** Please read below for more information.

**Winter Boot Options from Red Wing**

1. **17” Pull-On Boot** (Red Wing #59001), features:
   a. EH Rated
   b. Safety Toe
   c. Waterproof
   d. No Insulation (Injex Core Style Urethane Sock Inserts included for fit and insulation)
   e. Puncture Resistant

2. **8” Irish Setter Lace-Up Boot** (Red Wing #83814), features:
   a. EH Rated
   b. Safety Toe
   c. Waterproof
   d. Insulated 400g 3M Thinsulate Ultra

3. **11” Irish Setter Pull-On Boot** (Red Wing #83920), features:
   a. EH Rated
   b. Aluminum Toe
   c. Waterproof
   d. Insulated 400g PrimaLoft Gold Eco

*All 3 options are fully covered in the Facilities Management Winter Boot Allowance for designated employees.*

**Purchasing Boots Outside of the FM-OHS Winter Boot Program**

1. Designated employees are **not** required to use the offered Red Wing winter boot options.
2. If a designated employee chooses to use his/her own winter boots, the boots must meet or exceed all off the FM-OHS requirements: waterproof (not water-resistant), slip-resistant, EH rated, reinforced toe, etc. Contact FM-OHS for more information: [fm-ohs@virginia.edu](mailto:fm-ohs@virginia.edu)
3. The cost of any boots purchased outside of the options provided is the responsibility of the employee. FM will not cover the cost or reimburse the employee for boots purchased other than Red Wing.
Winter Boots

I. PURPOSE
The purpose of this document is to establish a uniform process of determining UVA Facilities Management employees’ eligibility for winter boots and a standard procedure for distributing these boots.

II. APPLICABILITY
FM-OHS’s Winter Boot Program applies to all designated UVA FM employees or any FM employees when deemed necessary by their org manager.

III. PROCEDURAL STEPS

Determining Eligibility
1. Eligibility is dependent on an employees’ Emergency Event Status. Designated Employees are eligible to receive winter boots. Any other employees must receive special approval from their org manager.
2. Employees are NOT eligible annually. Boots are designed to last multiple years.
3. Requests for winter boots must come from the FM employee’s supervisor. The supervisor’s decision is based on the employee’s day-to-day job activities and/or the level of wear and tear on any previously issued winter boots.
4. The employee’s supervisor must email his/her request to Facilities Management Occupational Health and Safety at FM-OHS@virginia.edu:
   i. Subject line must be “Winter Boot Request”.
   ii. The body of the email must contain the employee’s name and UVA computing ID.

Requests must be received at least 7 days before the scheduled shoe truck. Requests made after this date will be required to wait until the following truck. Requests sent to any other email address will take longer to process.
5. FM-OHS will respond, confirming eligibility, no later than the day before the scheduled shoe truck visit.

Distribution of Winter Boots
1. Once eligibility is confirmed via email by FM-OHS, the eligible employee can pick up winter boots at the Red Wing Shoe Truck, scheduled to be at FM-OHS every two weeks. 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 boots 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 winter boots at future trucks or, if necessary, at the Red Wing store on Pantops.

IV. REFERENCES
1. Red Wing Shoe Truck 2017 Schedule
2. Red Wing Winter Boot Options flyer
3. FM-OHS contact information: FM-OHS@virginia.edu

All Safety Shoe/PPE information can be found on the FM-OHS website:

Email any questions/inquiries on PPE, training, or workplace safety to FM-OHS at FM-OHS@virginia.edu.