

## 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. Supervisors are notified of their employees' eligibility by FM-OHS via email no later than the day before the scheduled shoe truck visit. It is the supervisor's responsibility to notify their employees of their eligibility. Eligible employees will use their UVA ID badge to pick up shoes at the truck.

### Truck 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 8, 2019	<b>7:00-7:30 AM</b> NEW EMPLOYEES FM Alderman behind Skipwith Hall	<b>7:30 AM-12:00 PM</b> ALL EMPLOYEES FM Alderman behind Skipwith Hall	<b>12:30 PM-3:30 PM</b> ALL EMPLOYEES Hospital Multi-Story Loading Dock
Tuesday, January 22, 2019			
Tuesday, February 5, 2019			
Tuesday, February 19, 2019			
Tuesday, March 5, 2019			
Tuesday, March 19, 2019			
Tuesday, April 2, 2019			
Tuesday, April 16, 2019			
Tuesday, April 30, 2019			
Tuesday, May 14, 2019			
Tuesday, May 28, 2019	<b>Modified Holiday Schedule:</b> FM Alderman 7 AM-1:30 PM		HSPP 2:00-3:30 PM
Tuesday, June 11, 2019	<b>7:00-7:30 AM</b> NEW EMPLOYEES FM Alderman near ReUse Store <i>note change in location</i>	<b>7:30 AM-12:00 PM</b> ALL EMPLOYEES FM Alderman near ReUse Store <i>note change in location</i>	<b>12:30 PM-3:30 PM</b> ALL EMPLOYEES Hospital Multi-Story Loading Dock
Tuesday, June 25, 2019			
Tuesday, July 9, 2019			
Tuesday, July 23, 2019			
Tuesday, August 6, 2019			
Tuesday, August 20, 2019			
Tuesday, September 3, 2019	<b>Modified Holiday Schedule:</b> FM Alderman 7 AM-1:30 PM		HSPP 2:00-3:30 PM
Tuesday, September 17, 2019	<b>7:00-7:30 AM</b> NEW EMPLOYEES FM Alderman behind Skipwith Hall	<b>7:30 AM-12:00 PM</b> ALL EMPLOYEES FM Alderman behind Skipwith Hall	<b>12:30 PM-3:30 PM</b> ALL EMPLOYEES Hospital Multi-Story Loading Dock
Tuesday, October 1, 2019			
Tuesday, October 15, 2019			
Tuesday, October 29, 2019			
Tuesday, November 12, 2019			
Tuesday, November 26, 2019			
Tuesday, December 10, 2019			

#### 1. Purpose & General Information

- a) 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.
- b) Facilities Management Occupational Health and Safety (FM-OHS) is the only group responsible for managing the safety shoe program and determining eligibility.

- c) 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.

## 2. Applicability

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

## 3. Procedural Steps

### 1) Determining Eligibility

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

### 2) Requesting Safety Shoes

- a) The supervisor or the employee must submit their request via the online portal located on the **FM-OHS Programs Page** under the Red Wing Shoe Program.
- Requests submitted by the supervisor will go directly to OHS for review.
  - Requests submitted by the employee will go to the supervisor for review and approval.
  - Requests needing supervisor approval arrive via email with the subject line "ACTION NEEDED: Safety Shoe Request from <Employee Name>".
    - i. During review, supervisors may reject the request back to the employee for additional information. The employee can then amend or cancel their request.
    - ii. IF approved by the supervisor, the request continues to OHS for review.
  - **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 via email will not be processed.
- b) Supervisor will receive an email confirming their employees' eligibility no later than the day before the scheduled shoe truck visit.

### 3) Distribution of Safety Shoes

- a) 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.)
- b) 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.

## 4. Resources

- a) All Safety Shoe/PPE information can be found on the FM-OHS website:  
<https://www.fm.virginia.edu/depts/ohs/index.html>.
- b) Email any questions/inquiries on PPE, training, or workplace safety to FM-OHS at  
[FM-OHS@virginia.edu](mailto:FM-OHS@virginia.edu).
- c) Red Wing Guarantee & Service:  
[https://www.fm.virginia.edu/docs/ohs/RedWingShoeProgram\\_GuaranteeService.pdf](https://www.fm.virginia.edu/docs/ohs/RedWingShoeProgram_GuaranteeService.pdf)