

## URI letter to all managers and supervisors of departments requiring safety footwear

... in the process of working out the details for this year's protective footwear program. If you are aware if any managers or supervisors who are not on this distribution, but should be, please let me know. Also let me know if you don't want to be included in future messages relating to the protective footwear program.

Industrial Protection Products is our vendor again this year. The shoe truck will be on the Kingston Campus and Narragansett Bay Campus as scheduled below. In order to prevent long lines, please have ... staff report to the shoe truck as assigned below. The December 10 return trip to the Kingston Campus will be to serve anyone unavailable on the scheduled November dates and also to address any problems anyone has with footwear purchased during the original visits. Also, if anyone ordered footwear on the truck's first visit, it will probably be ready for pick up on the make-up date.

The subsidy this year remains at \$70. Accordingly, eligible employees may obtain proper foot protection valued up to \$70 without any cost to them. If they wish to obtain safety footwear that exceeds \$70, they will be required to pay the difference that day or put the additional amount on a charge card. Eligible employees are allowed only one pair per year.

Please provide to me no later than November 3 with a list of the employees in your department who are eligible to receive safety footwear. Next to their name, you **MUST** note their job. (Note: Facilities personnel please coordinate with Bonnie Jacob.) Please provide the list in alphabetical order so that the IPP staff can easily locate the names of employees when they show up at the truck. The sales people on the truck will be able to guide them into the proper foot protection for their job along with assisting them for a proper fit. Obviously, only the individuals themselves know how the footwear feels on their foot, but the salespeople can provide guidance to our employees for a comfortable fit.

**It is very important that you provide ... an accurate list of names.** The approved list will be provided in advance to IPP's on-site sales representative who will be instructed not to issue any safety footwear unless the individual's name is on the approved list.

**No footwear will be issued for a size inconsistent with the right size and fit for the individual.** (For example: If an individual is a size 7, he or she cannot be issued a size 10.) Individuals will be responsible for their own footwear and will not be allowed to pick up footwear for anyone else.

**IMPORTANT:** As we are all acutely aware, budgets have been cut dramatically. The budget and Purchase Order for protective footwear is very tight. Therefore I am asking that you look very closely at the lists that you are preparing. If protective footwear is not absolutely critical to the routine duties of the individual, please do not include them in the list for protective footwear.

For those individuals who need protective footwear only occasionally during the course of their duties, we are providing protective footwear called Wilkuro Safety Toe Footwear. This is a slip-on rubber overshoe with an integrated steel toe box and meets the footwear requirement for toe protection. If you'd like to read more about this protective footwear, please go to the following website: <http://www.wilkuro.com/product.htm>.

Please indicate on your list those individuals whose duties qualify only for the Wilkuro Safety Toe Footwear.

### **Schedule:**

November 13<sup>th</sup> - Kingston Campus

7:30-12:00 and 1:00-3:00 Facilities, Recycling

November 16<sup>th</sup> - Kingston Campus

7:30-12:00 HRL, WAJ

12:30-2:30 Dining, Property and Inventory, Postal and Printing, Memorial Union

2:30-4:30 Public Safety, all others

November 17<sup>th</sup> - Narragansett Campus

9:00-11:00 R/V Endeavor, GSO

December 10<sup>th</sup> - Kingston Campus follow up

10:00-1:00