



Footwear Purchasing Requirements and Reimbursement Instructions

JWV Pork is committed to providing a healthy and safe workplace for all employees. This document provides policy guidelines for footwear purchasing requirements and reimbursement to eligible employees for personal protective equipment (PPE) footwear due to potential work hazards.

JWV will provide an annual allowance of up to \$125.00 to both full-time and part-time employees. The employee is eligible program 30 days after the start of employment. Employee is responsible for costs above the allowance amount. The allowance includes tax. The selection of the shoe is not limited to brand, vendor or model provided that the safety shoe meets ASTM F2413-2011 safety toe standards(see reverse for full details) and additional requirements as listed below. JWV will not pay for shoes that do not meet the requirements. If you have questions, please direct them to Amanda.

**Additional Notes: Rubber gum boot style footwear should be worn while power washing and in areas of heavier soiling of floors (i.e.: Breeding/Gestation). Footwear used at sow farms should remain at the farm and should be worn only while working inside the premise for biosecurity reasons. All *provided* footwear is the property of JWV Pork at should remain on site.*

Questions:	Employee Answer Yes/No	Acceptable Answer
Is the shoe close-toed?		YES
Is the shoe closed back?		YES
Is the sole protective? (puncture resistant)		YES
Is the sole made of appropriate anti-slip material?		YES
Will the soles become dirty or worn out quickly reducing the anti-slip material?		NO
Is there adequate ankle support to reduce twists and sprains?		YES
Is the shoe secure on the foot?		YES
Is the shoe comfortable to wear for the duration of the work day?		YES
Does the shoe protect from the cold?		YES
Does the shoe protect from water or wetness?		YES
Can the shoe be cleaned adequately?		YES
Does the shoe have an internal steel or composite toecap?		YES

Signed form with original receipt stapled to the back must be turned into Amanda for approval.

I have been notified of the Footwear Policy, its requirements (as stated above), and how to obtain reimbursement for footwear purchased.

Employee Signature: _____

Date: _____

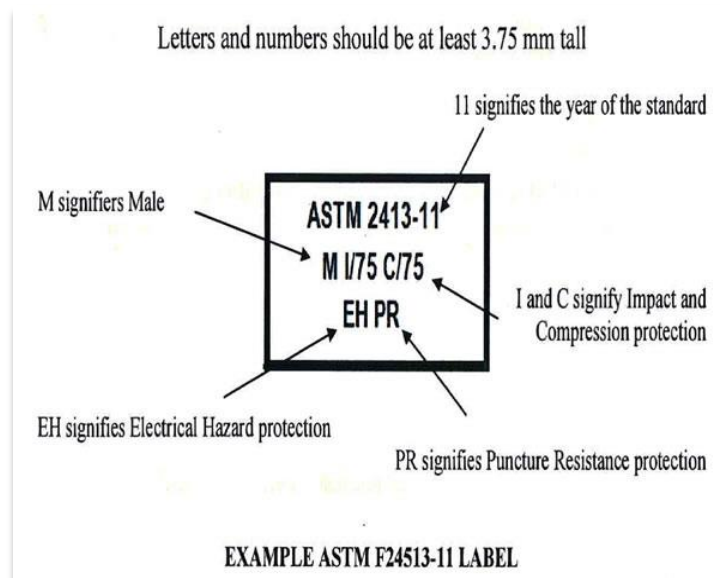
Office Use Only		
Company Nurse <input type="checkbox"/>	Entered in BambooHR <input type="checkbox"/>	Accounting Dept for Payment <input type="checkbox"/>
Notes:		

STANDARD DEFINITION

ASTM (American Society for Testing and Materials) F2413 sets the minimum standards and testing procedures for safety footwear.

The identification of the ASTM F2413 standard is:

- LINE 1 - ASTM F2413-11 (The F2413 identifies the ASTM Standard and the "11" signifies the year of the standard)
- LINE 2 - F (Female) or M (Male) and I/75 (Impact safety-toe protection) and C/75 (Compression safety-toe protection)
- LINE 3 - Used to reference additional protective features and they should appear in the order that they appear in the standard, i.e. Mt, Cd, EH, SD, PR.



Every year, thousands of work place injuries occur that could have been prevented with the right gear. Safety work boots are tested according to ASTM 2413 standards for impact and compression safety-toe resistance, metatarsal protection, conductivity resistance, electrical shock resistance, static dissipative properties, and puncture resistance.

RECOMMENDATIONS

Rubber Boots:

- Skellerup Men's FQS4 Black 16 Inch Steel Toe Rubber Boots via WorkingPersonsStore.com
- BOGS Men's Steel Toe 69172 Waterproof Forge Work Boots via WorkingPersonsStore.com

Lace-Up Style Work Boots:

- Ladies Sketchers Work Workshire – Peril via Zappos.com
- Timberland PRO 6" Pit Boss Steel Toe via Zappos.com

*****Contact Amanda if you would like assistance purchasing footwear*****