



UNIFORM ISSUANCE AND PROPER WEAR
HPW ADMINISTRATIVE PROCEDURE 3-17
EFFECTIVE DATE: UPON APPROVAL

1. PURPOSE

To establish departmental guidelines for issuing Uniforms, Safety Shoes and Personal Protective Equipment to Employees. This procedure shall supersede any other Houston Public Works procedure or directive regarding the issuance of Uniforms, Safety Shoes and PPE.

2. OBJECTIVE

- 2.1. To minimize the risk of injury to Employees by providing them with Safety Shoes, highly visible Uniforms and appropriate PPE.
- 2.2. To provide Uniforms to Employees that enables the public to quickly identify them as Employees of the Houston Public Works Department.
- 2.3. To promote a positive image by providing Uniforms to Employees to project professionalism, competency, and pride.

3. DEFINITIONS

Term	Definition
ANSI	American National Standard Institute
HPW	City of Houston Public Works Department
Director	City of Houston Public Works Director or designee.
Employee(s)	New employees, transfer employees, existing employees, interns and temporary employees whose duties and classification makes them eligible to be issued Uniforms in accordance with the requirements set forth in Appendix A - Allotment Schedule.
Logo	The City of Houston logo or HPW approved logo on the exterior of either the shirt, jacket or HPW issued garment that identifies the person wearing the item as a City of Houston Employee.
Personal Protective Equipment (PPE)	Includes the following and any other personal protective equipment required to maintain the safety of Employees: <ul style="list-style-type: none">•Gloves•Face Coverings/Masks•Hard Hats•Safety Glasses•Eye Goggles•Safety Shoes•Hearing Protection•Fall Protection Safety Harness or Belt•Floatation Devices•Safety Respirators
Safety Team	The safety group assigned to HPW by the Human Resources Department.
Safety Shoes	Safety Shoes approved by HPW that are designed with a reinforced toe cap to minimize injuries caused by dropped objects and whose soles are made of material incapable of sparking combustibles or explosives located near the work area. The list of Safety Shoes is in Appendix B.

APPROVED:

DATE APPROVED:

9/15/2020

Supervisor	The Employee's supervisor or supervisor's designee.
Uniform(s)	A HPW standard issued Uniform consisting of shirt (and in some cases a polo shirt), pants, and jacket as further described in Section 8.
Uniform Coordinator	The person designated by the Service Line to handle their requests for Uniforms, Safety Shoes or PPE.
Uniform Order Form	The form utilized by HPW for requesting Uniforms or Safety Shoes. This form is issued by the Uniform Coordinator.

4. SCOPE

This procedure applies to all Houston Public Works Employees whose duties require them to wear a Uniform, Safety Shoes or Personal Protective Equipment.

5. RESPONSIBILITIES

Roles	Responsibilities
Supervisor	<ol style="list-style-type: none"> 1. Responsible for implementing and administering this procedure and ensuring Employees comply with it. 2. Responsible for contacting the Service Line Uniform Coordinator and scheduling Uniform, Safety Shoe and PPE fittings for the Employee. 3. Completing and maintaining Uniform, Safety Shoes and PPE Issuance and Return Forms (Attachment E) for each Employee, listing items issued to and returned by Employee. 4. Determining when replacement Uniforms should be issued. 5. Approving requests for replacement Uniforms, Safety Shoes and PPE and ensuring that forms are filled out correctly. 6. Notifying Employees when Uniform/Safety Shoes are ready for pick-up. 7. Ensuring that Employees are aware of and have access to PPE for their area of work. 8. Ensuring the initial set of Safety Shoes, Uniforms and PPE are ordered for new Employees and that replacement Uniforms are provided when need in accordance with the allotment schedule set out in Appendix A. 9. Responsible for sending returned Uniforms to the Uniform Coordinator for recycling. 10. Ensuring that departing Employees turn in all Uniforms issued to them no later than their last day of employment.
Employee	<ol style="list-style-type: none"> 1. Arriving on time for fitting on the set day of the appointment. 2. Picking up Uniforms/Safety Shoes within five (5) business days of being informed by the Supervisor of their arrival and ensuring all fit properly before acknowledging receipt of such. 3. Acknowledging receipt of Uniforms, Safety Shoes and PPE by signing off on the Uniform, Safety Shoes and PPE Issuance and Return Form (Appendix E) for each item received.

	<ol style="list-style-type: none"> 4. Wearing their Uniform, Safety Shoes and PPE in a presentable and professional manner at all times while on duty or when in view of the public. 5. Not posting any pictures on social media of the Uniform or themselves in Uniform that reflects poorly on the City or when such images violate any City or Department policy concerning use of social media. 6. Ensuring the Uniform fits properly with the Logo visible. Uniform pants must fit around the hip. Sagging pants are not allowed. 7. Maintaining and cleaning their Uniforms at their own expense. 8. Not altering the Uniforms (other than tailoring for fit or if changes are required after the Uniform has been issued). 9. Informing the Supervisor when wear and tear has set in on the Uniform, Safety Shoes or PPE and requesting replacements. 10. Reporting lost or stolen Uniform(s) and/or Safety Shoes to the Supervisor within 24 hours. 11. Returning Uniforms and PPE to their supervisor upon separation of employment from HPW. Employees may keep the Safety Shoes but must return all Uniforms and PPE no later than their last day of employment. Failure to return Uniforms and PPE upon separation of employment may result in Employee being charged the cost of such items from their final pay.
Uniform Coordinator	<ol style="list-style-type: none"> 1. Conducting the Uniform fitting and Safety Shoe ordering. 2. Preparing the purchase request to send to the vendor. 3. Coordinating date and time with Employee's Supervisor for Uniform/Safety Shoe pick-up; the pick-up date must not exceed (5) business days from the date Supervisor informs Employee that these items have arrived. 4. Ensuring that Employee's Safety Shoes and/or Uniform selection is ready to be handed to the Employee when the Employee arrives. 5. Ensuring all pick-up documents are completed before the Employee leaves with the Uniform and/or Safety Shoe order. 6. Tracking the number of Uniforms and Safety Shoes that each Employee orders and the replacements. 7. Collecting returned Uniforms and sending them to the warehouse at 2805 McKinney for recycling.

6. PROCEDURE

6.1. Uniform Issuance

- 6.1.1. Initial Issuance – Supervisor shall schedule fitting for Employee's first set of Uniforms (the "Initial Issuance") within 14 working days from Employee initially reporting to work.
- 6.1.2. Replacement of Uniforms- Employees will be issued replacement Uniforms when needed as described in Appendix A. Except for the Initial Issuance or when replacing lost or stolen Uniforms, Employee must turn in the Uniform to be replaced to receive a new Uniform.
- 6.1.3. Replacing Lost, Stolen or Damaged Uniforms - Supervisor or designee must determine if a replacement Uniform is needed. Employee may be required to pay for the cost of replacing

a Uniform if it is purposely damaged or altered (other than tailoring for fit after Uniform has been issued).

6.2. Safety Shoe Issuance

- 6.2.1. Employee's Supervisor or designee must make arrangements with the Uniform Coordinator for the measuring and ordering of new or replacement Safety Shoes.
- 6.2.2. Employee selects Safety Shoes from the list in Appendix B.
- 6.2.3. Exceptions will be allowed for medical reasons and for special sizes. Requests for exceptions be made using Request for Exception form (Appendix D) and must be approved in writing by the Director or designee.
- 6.2.4. Supervisor approval is required for all Safety Shoe replacement requests.

6.3. PPE Issuance

- 6.3.1. The appropriate PPE shall be issued to Employees if their duties require them to enter safety zones, work zones, maintenance facilities, rights-of-way, city streets or when working in situations requiring the use of PPE.

7. ALLOTMENTS

- 7.1. Employees will be issued Uniforms, Safety Shoes and PPEs in accordance with the schedule set forth in Appendix A - Allotment Schedule.

8. STANDARD UNIFORMS – DESCRIPTIONS

- 8.1. Reflective Top: High-visibility safety apparel for workers exposed to moving traffic as defined by ANSI Class III.
- 8.2. Reflective Top with Blue Collar: High-visibility safety apparel for workers exposed to moving traffic as defined by ANSI Class III.
- 8.3. Reflective Winter Jacket: High-visibility safety apparel for workers exposed to moving traffic as defined by ANSI Class III.
- 8.4. Dark Blue Pants.
- 8.5. Dark Blue Polo Top.
- 8.6. T-Shirt to provide additional absorption or comfort for Employees working in hot or other unfavorable weather conditions.

9. ELIGIBILITY

- 9.1. Uniforms, Safety Shoes, and PPE will be furnished to Employees free of charge.
- 9.2. The type of Uniforms, Safety Shoes and PPE will be issued to Employees based on Employee's classification, title and the type of work being performed as further described in Appendix A - Allotment Schedule.
- 9.3. The quantity of Uniforms, Safety Shoes and PPE will be issued to Employees in accordance with the quantities allowed as set forth Appendix A - Allotment Schedule.
- 9.4. Employees shall be issued PPE and Safety Shoes if their duties require them to work in hazardous environments, whether such Employee is eligible to be issued a Uniform or not.
- 9.5. Employees shall be issued flame-resistant apparel if their duties expose them to high voltages, molten metals, open flames or other hazards that could potentially ignite the Employee's clothing or expose them to electric arcs.

10. REQUIREMENTS

- 10.1. Uniforms and PPE - Employees must wear the complete HPW issued Uniform (reflective top, pants, reflective jacket if appropriate) with the Logo visible and any PPE when required. Employees not wearing the complete Uniform and required PPE and Safety Shoes will not be permitted to enter the work zone.
- 10.2. Safety Shoes - Employees must wear Safety Shoes when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or when use of protective footwear will protect the affected Employee from an electrical hazard, such as static-discharge or electric-shock hazard, that remains after the necessary protective measures have been taken. Safety Shoes are to be issued to all Employees who provide service on city streets, rights-of-way, and across service lines (safety, security, IT personnel). The Safety Shoes listed in Appendix B were selected by the Department of Human Resources Safety Team to ensure they comply with the minimum safety standards for protection against workplace hazards.
- 10.3. Hard Hats – Employees must wear hard hats when working in the rights-of-ways and in areas where the potential for head injury can occur from falling or flying objects or where the potential for electrical shocks and burns exist. Hard hats must be discarded and replaced if they show signs of damage (dents, cracks penetration, or fatigue due to rough treatment) or when they reach their expiration date.
- 10.4. Flame-Resistant Apparel - Employees (regardless of paygrade) must wear flame-resistant apparel when working in areas where they could be exposed to flames, molten metals, energized circuits operating at more than 600 volts or electric arcs where the incident heat energy exceeds 2.0 cal/cm². Flame-resistant Apparel must also be worn by Employees entering any area where flame-resistant gear is required.
- 10.5. Employees and Supervisors shall refer to their Service Line's Standard Operating Procedures or HPW Safety Procedures regarding compliance for the wear and use of PPE.

11. APPENDICES

- 11.1. Appendix A – Allotment Schedule
- 11.2. Appendix B – HPW Safety Shoe Selection List
- 11.3. Appendix C – Safety Shoe Request Form
- 11.4. Appendix D – Request for Exception Form
- 11.5. Appendix E – Uniform, Safety Shoes and PPE Issuance and Return Form
- 11.6. Appendix F – Revision History

12. COMPLIANCE

- 12.1. Adherence to this procedure is mandatory. Any Employee who violates this procedure will be subject to corrective action up to and including indefinite suspension or termination.

13. AUTHORITY

- 13.1. Executive Order Number 1-46; Uniform Policy – Non-Classified Employees
- 13.2. Departmental Policy No. 7-1; Issue and Retrieval of City Property

UNIFORMS, SAFETY SHOES AND PPE

Uniforms and Safety Shoes will be issued as needed but limited to the quantities shown below unless otherwise approved by the Director.

Inspector, Manager/ Supervisor PG 17 & above:

- ☐ Safety Shoes (Not to exceed 2 pairs per year)
- ☐ Reflective Polo Shirt with blue collar (Not to exceed 5 per year)
- ☐ T-Shirts (as needed)
- ☐ Dark Blue Pants (Not to exceed 5 per year)
- ☐ Reflective Jacket (1 per year)
- ☐ PPE other than Safety Shoes (as needed)

Field Employee PG 6 – 16:

- ☐ Safety Shoes (Not to exceed 2 pairs per year)
- ☐ Reflective Polo Shirt with blue collar (Not to exceed 5 per year)
- ☐ T-Shirts (as needed)
- ☐ Dark Blue Pants (Not to exceed 5 per year)
- ☐ Reflective Jacket (1 per year)
- ☐ PPE other than Safety Shoes (as needed)

Electrician and Iron Worker:

- ☐ Safety Shoes (Not to exceed 2 pairs per year)
- ☐ T-Shirts (as needed)
- ☐ Flame-Resistant Shirts (Not to exceed 5 per year)
- ☐ Flame-Resistant Pants (Not to exceed 5 per year)
- ☐ Reflective Jacket (1 per year)
- ☐ PPE other than Safety Shoes (as needed)

HPC – Customer Service Representative:

- ☐ Dark Blue HPC Polo Shirt (Not to exceed 5 per year)
- ☐ T-Shirts (as needed)
- ☐ PPE other than Safety Shoes (as needed)

Temporary Employees:

- ☐ Safety Shoes (Not to exceed 2 pairs per year)
- ☐ Reflective Polo Shirt with blue collar (as needed but not to exceed 5 per year)
- ☐ T-Shirts (as needed)
- ☐ Dark Blue Pants (Not to exceed 5 per year)
- ☐ Reflective Jacket (not more than 1 per year)
- ☐ PPE other than Safety Shoes (as needed)

Other Employees: *The following may be issued to other Employees with approval from the Director.*

- ☐ Safety Shoes (as needed but not to exceed 2 pairs per year)
- ☐ Reflective Polo Shirt with blue collar (as needed but not to exceed 5 per year)
- ☐ T-Shirts (as needed)
- ☐ Dark Blue Pants (as needed but not to exceed 5 per year)
- ☐ Reflective Jacket (not more than 1 per year)
- ☐ PPE other than Safety Shoes (as needed)

SAFETY SHOE LIST FOR HPW SERVICE LINES AND GROUPS

- **CP** - *CAPITAL PROJECTS*
- **CAS** - *CUSTOMER ACCOUNT SERVICES*
- **DS** - *DEPARTMENT SUPPORT SERVICES*
- **HPC** - *HOUSTON PERMITTING CENTER*
- **HW** - *HOUSTON WATER*
- **LAB** - *DEPARTMENT LABORATORIES*
- **TDO** - *TRANSPORTATION AND DRAINAGE OPERATIONS*
- **WS** - *WAREHOUSE SERVICES*

HPW SAFETY SHOE SELECTION LIST

6" EH COMP WPF / BLACK

K12250 - UNISEX - [REDACTED] - COMPOSITE TOE

- Waterproof tumbled full grain leather upper
- High abrasion performance mesh lining
- Removable Pesu III EVA footbed
- EVA cushioned midsole
- Apex oil and slip resistant rubber outsole
- Cement construction caps
- 149ST last

DETAILS
GENDER: UNISEX



APPROVED FOR:

CP	CAS	WS	HWO	TDO	TDO Asphalt	HPC	DS
YES	YES	YES	NO	NO	NO	NO	YES

SIZE RANGE: US:M 4-12,13,14,15; W 7-12,13,14,15

HYTEST Footwear / Hy-Test / All Products... / ELECTRICAL HAZARD

6" EH COMP WPF / BROWN

K12251 - UNISEX - [REDACTED] - COMPOSITE

- Waterproof tumbled full grain leather upper
- High abrasion performance mesh lining
- Removable Pesu III EVA footbed
- EVA cushioned midsole
- Apex oil and slip resistant rubber outsole
- Cement construction caps
- 149ST last

DETAILS
GENDER: UNISEX



APPROVED FOR:

CP	CAS	WS	HWO	TDO	TDO Asphalt	HPC	DS
YES	YES	YES	NO	NO	NO	NO	YES

SIZE RANGE: US:M 4-12,13,14,15; W 7-12,13,14,15

HYTEST Footwear / Hy-Test / All Products... / ELECTRICAL HAZARD

6" WPF HIKER / BROWN K12481 - UNISEX - [REDACTED] - COMPOSITE TOE

- Waterproof oiled full grain leather upper
- Mesh lining with waterproof barrier bootie
- WellMax® Flex puncture resistant insole
- EVA Pesu III footbed
- EVA cushioned midsole
- Lightweight slip and oil resistant rubber outsole
- Shaft height: 6"
- Cement construction
- ASTM F2413-11 M 1/75 C/75 PR EH compliant with individually fitting left and right safety toe caps
- 591ST last

DETAILS
GENDER: UNISEX



APPROVED FOR:

CP	CAS	WS	HWO	TDO	TDO Asphalt	HPC	DS
NO	NO	NO	NO	YES	NO	YES	YES

SIZE RANGE: US:M 3-12,13,14,15,16,17; W 7-12,13,14,15,16,17

HYTEST Footwear / Hy-Test / All Products... / PUNCTURE RESIST

WP EH COMP TOE / BROWN

K13562 - UNISEX - COMPOSITE TOE - [REDACTED]

- Waterproof full grain leather upper with high abrasion heel
- Molded TPU toe guard for extra protection
- Abrasion resistant mesh lining for added durability and comfort
- Waterproof membrane for dry feet and breathability
- Molded polyurethane HIGH ENERGY performance midsole
- Molded EVA stabilizer & foam footbed for added cushion & support
- Moisture wicking brushed Nylux sock liner
- Dura-Tech oil and slip resistant rubber cup outsole for extra durability
- Strobel/cement shoe construction for flexibility
- ASTM F2413-11 M 1/75 C/75 MU/75 PR EH compliant with individually fitting left and right safety toe caps
- HY-30 last for extra toe room

DETAILS
GENDER: UNISEX



APPROVED FOR:

CP	CAS	WS	HWO	TDO	TDO Asphalt	HPC	DS
NO	NO	NO	YES	YES	YES	NO	YES

DETAILS

GENDER: UNISEX

SIZE RANGE: US:M 4-12,13,14,15; W 7-12,13,14,15

HYTEST Footwear / Hy-Test / All Products... / FOOTREST HI

HPW SAFETY SHOE SELECTION LIST

8" WPF INS BOOT / BROWN K14481 UNISEX - [REDACTED] - COMPOSITE TOE



- Waterproof oiled full grain leather upper
- 200 grams Thinsulate™ insulation
- Mesh lining with waterproof barrier bootie
- WellMax® Flex puncture resistant insole
- Pesu III EVA footbed
- EVA cushioned midsole
- Apex lightweight slip and oil resistant rubber outsole
- Shaft height: 8"
- Cement construction
- ASTM F2413-11 M 1/75 C/75 PR EH compliant with individually fitting left and right safety toe caps
- Mark 590 last

DETAILS
GENDER: UNISEX

APPROVED FOR:

CP	CAS	WS	HWO	TDO	TDO Asphalt	HPC	DS
NO	NO	NO	NO	NO	NO	YES	YES

SIZE RANGE: US:M 4-12,13,14,15,16,17; W 7-12,13,14,15,16,17

HYTEST Footwear / Hy-Test / All Products... / PUNCTURE RESIST

WP INS WELLINGT / BROWN K15481 - UNISEX - [REDACTED] - COMPOSITE TOE



- Waterproof oiled full grain leather upper
- 200 grams Thinsulate™ insulation
- Mesh lining with waterproof barrier bootie
- WellMax® Flex puncture resistant insole
- Pesu III EVA footbed
- EVA cushioned midsole
- Apex lightweight slip and oil resistant rubber outsole
- Cement construction
- ASTM F2413-11 M 1/75 C/75 PR EH compliant with individually fitting left and right safety toe caps
- Mark 590 last

DETAILS
GENDER: UNISEX

APPROVED FOR:

CP	CAS	WS	HWO	TDO	TDO Asphalt	HPC	DS
NO	NO	NO	NO	YES	NO	YES	YES

SIZE RANGE: US:M 4-12,13,14; W 7-12,13,14

HYTEST Footwear / Hy-Test / All Products... / PUNCTURE RESIST

XERGY 6" HIKER / BLACK K22470 UNISEX - [REDACTED] - COMPOSITE TOE



- Premium waterproof full grain leather upper
- Moisture wicking mesh lining with waterproof membrane
- Removable FootRests® tri-layer, anti-fatigue footbed
- Xergy™ anti-fatigue foam midsole absorbs shock and returns energy
- Oil and slip resistant TPU outsole
- Cement construction
- ASTM F2413-18 M/I/C EH
- Xergy™ anatomical last

DETAILS
GENDER: UNISEX

APPROVED FOR:

CP	CAS	WS	HWO	TDO	TDO Asphalt	HPC	DS
YES	YES	YES	NO	NO	NO	NO	YES

SIZE RANGE: US:D 3-12, 13, 14, 15, 16; 3E 7-12, 13, 14, 15, 16

HYTEST Footwear / Hy-Test / All Products... / FOOTRESTS 2.0 XERGY 6"

XERGY 6" HIKER / BROWN K22471 UNISEX - [REDACTED] - COMPOSITE TOE



- Premium waterproof full grain leather upper
- Moisture wicking mesh lining with waterproof membrane
- Removable FootRests® tri-layer, anti-fatigue footbed
- Xergy™ anti-fatigue foam midsole absorbs shock and returns energy
- Oil and slip resistant TPU outsole
- Cement construction
- ASTM F2413-18 M/I/C EH
- Xergy™ anatomical last

DETAILS
GENDER: UNISEX

APPROVED FOR:

CP	CAS	WS	HWO	TDO	TDO Asphalt	HPC	DS
YES	YES	YES	NO	NO	NO	NO	YES

SIZE RANGE: US:D 3-12, 13, 14, 15, 16; 3E 7-12, 13, 14, 15, 16

HYTEST Footwear / Hy-Test / All Products... / FOOTRESTS 2.0 XERGY 6"

EDGEWORK ST / MAHOGANY P89882 - MEN'S - [REDACTED]



A waterproof wellington steel-toe boot featuring SuperWell construction for forefoot flexibility.

- Waterproof
- ASTM F2413-05 C/75 I/75 Steel Toe
- Electrical Hazard
- Slip Resistant
- Full Grain Leather Upper
- Welled construction for strength and durability

DETAILS
GENDER: Men's

APPROVED FOR:

CP	CAS	WS	HWO	TDO	TDO Asphalt	HPC	DS
NO	NO	NO	YES	YES	YES	NO	YES

SIZE RANGE: US:M 7.0, 7.5, 8.0, 8.5, 9.0, 9.5, 10.0, 10.5, 11.0, 11.5, 12.0, 13.0, 14.0, 15.0, 16.0

HYTEST Footwear / CAT / All Products... / EDGEWORK ST

HPW SAFETY SHOE SELECTION LIST

DRYVERSE 6" WP ST / DARK BEIGE

P90443 - WOMEN'S - [REDACTED]

DETAILS

GENDER: Women's



Waterproof Fullgrain Leather or Nubuck Upper
Nylon Mesh lining
Nyllex + PU Foam Sock liner
T870 outsole
Cement construction

APPROVED FOR:

CP	CAS	WS	HWO	TDO	TDO Asphalt	HPC	DS
NO	NO	NO	YES	YES	YES	NO	YES

SIZE RANGE: US:M 5.0, 5.5, 6.0, 6.5, 7.0, 7.5, 8.0, 8.5, 9.0, 9.5, 10.0, 11.0, W 6.0, 6.5, 7.0, 7.5,

HYTEST Footwear / CAT / All Products... / DRYVERSE 6" WP ST

THRESHOLD WP ST / REAL BROWN

P90935 - MEN'S - [REDACTED]

The Threshold Waterproof Work Boot is a good all-around boot for tough projects and tough job sites. Available in steel and soft toe, offers slip resistance, EH protection and comfort features.

KEY FEATURES

- Slip-Resistant outsole exceeds ASTM standards for grip on low traction surfaces
- Waterproof featuring sealed seals ensures all around water protection
- Quality full grain leather uppers are durable, protective and abrasion resistant

MORE INFORMATION

- Electrical Hazard Protection is rated to protect against open circuits up to 600 volts in dry conditions (ASTM F2413-05 1/75 EH)
- Flexible ERGO midsole is 30% lighter and more shock absorbing than standard EVA
- Made at a Gold Rated Tanneries (LWG)
- Imported
- Steel Toe protects against impact and compression (ASTM F2413-11 1/75 C/75)



DETAILS

GENDER: Men's

APPROVED FOR:

CP	CAS	WS	HWO	TDO	TDO Asphalt	HPC	DS
NO	NO	NO	YES	YES	YES	NO	YES

SIZE RANGE: US:M 7.0, 7.5, 8.0, 8.5, 9.0, 9.5, 10.0, 10.5, 11.0, 11.5, 12.0, 13.0, 14.0, 15.0, 16.0,

HYTEST Footwear / CAT / All Products... / THRESHOLD WP ST

Style: RB6765 - UNISEX - [REDACTED]

EH, PR, WP, BLK 6" SPORT BOOT,
COMPOSITE TOE

Reebok unisex
6" Waterproof Puncture Resistant Sport Boot
Moisture Wicking Nylon Mesh and Waterproof
Membrane
Removable EVA Cushion Insert with Sponge
Rubber Heel Wedge
Dual Density, Direct Attached Durable Athlete
Traction Rubber Bottom with 90 Degree Heel and
PU Cushion Midsole, Aircom Heel Airbag
100% Non-Metallic, Aircom Heel Airbag



DETAILS

GENDER: UNISEX

APPROVED FOR:

CP	CAS	WS	HWO	TDO	TDO Asphalt	HPC	DS
NO	NO	NO	YES	NO	YES	YES	YES

SIZE RUN: M: 4-12, 13, 14, 15
W: 4-12, 13, 14

FLOORHAND WELLY WP / DK BROWN

W10680 - MENS - [REDACTED]

The Floorhand waterproof work boot stands up to the test with a steel toe and moisture wicking mesh lining to provide additional comfort.

- Premium waterproof full-grain leather upper
- Breathable waterproof membrane with moisture wicking mesh lining
- Removable full-cushioned molded EVA footbed
- Rubber midsole
- Rubber lug outsole grips the ground
- Lightweight cement construction
- Nylon shank adds extra strength
- ASTM F2413-18 M 1/75 C/75 EH rated steel toe



DETAILS

GENDER: Men's

APPROVED FOR:

CP	CAS	WS	HWO	TDO	TDO Asphalt	HPC	DS
YES	YES	YES	YES	YES	YES	NO	YES

SIZE RANGE: US:M 7-12, 13, 14; EW 7-12, 13

HYTEST Footwear / Wolverine / All Products... / FLOORHAND

FLOORHAND WELLY WP / DK BROWN

W10699 - WOMEN'S - [REDACTED]

Waterproof Full-Grain Leather upper. Moisture wicking mesh lining. Removable Full-Cushioned footbed, Rubber midsole. Rubber lug outsole. Cement construction. Nylon shank. ASTM F2413-11 F 1/75 C/75 EH.



DETAILS

GENDER: Women's

APPROVED FOR:

CP	CAS	WS	HWO	TDO	TDO Asphalt	HPC	DS
YES	YES	YES	YES	YES	YES	NO	YES

SIZE RANGE: US:M 5-10, 11; W 5-10

HYTEST Footwear / Wolverine / All Products... / FLOORHAND

**13781 Hytest Men's Knox
Direct Attach Men's Safety Boots
Brown**

- Leather upper
- Moisture-wicking mesh lining
- Removable cushioned footbed
- Polyurethane cushioned midsole
- Oil and slip resistant TPU outsole
- Direct Attach Construction
- ASTM F2413-18 M I C EH


DETAILS
GENDER: Men's

APPROVED FOR:

CP	CAS	WS	HWO	TDO	TDO Asphalt	HPC	DS
NO	NO	NO	NO	NO	NO	NO	YES

Sizes: 4,4.5,5,5.5,6,6.5,7,7.5,8,8.5
9,9.5,10,10.5,11,11.5,12,13,14

**CATERPILLAR P90388 – Freedom Pull On
Women's Steel Toe Work Boot
Brown**

Full grain leather upper
Nylon mesh lining
Nylex + PU Foam sock liner
PVC midsole
T1170 Rubber outsole
Cement + Goodyear welt construction
Slip resistant
Steel-toe rated ASTM F2413-11 1/75 C/75 EH
Electrical hazard rated ASTM F2413-05 1/75 EH


DETAILS
GENDER: Women's

APPROVED FOR:

CP	CAS	WS	HWO	TDO	TDO Asphalt	HPC	DS
NO	NO	NO	NO	NO	NO	NO	YES

Sizes: 5,5.5,6,6.5,7,7.5,8,8.5,9,9.5,10,11

APPROVED FOR LAB

These safety shoes are approved only for Laboratory Employees working within an office/laboratory setting that does not require the wearing of safety shoes with ankle support.

MEN'S:



RB1062 - MEN'S
REEBOK BLACK EH COMP TOE OXFORD
 ELECTRICAL HAZARD
 SLIP RESISTANT
 COMPOSITE TOE
 SIZES: M- 6-12, 13, 14, 15
 W- 6-12, 13, 14

TB0A1Q3F001 - MEN'S
TIMBERLAND MENS BLK LEATHER SD OXFORD
 STATIC DISSIPATING
 SLIP RESISTANT
 ALLOY TOE
 SIZES: M- 7-12, 13, 14, 15
 W- 7-12, 13, 14, 15

K10610 - MEN'S
HYTEST BLACK SD OXFORD
 STATIC DISSIPATING
 SLIP RESISTANT
 STEEL TOE
 SIZES: M- 7-12, 13, 14
 W- 7-12, 13, 14

K10750 - MEN'S
HYTEST BLACK EH SR OXFORD
 ELECTRICAL HAZARD
 SLIP RESISTANT
 STEEL TOE
 SIZES: W- 4-12, 13, 14

WOMEN'S:



RB423 - WOMEN'S
REEBOK WMNS BLK COMP EH SR OXFORD
 ELECTRICAL HAZARD
 SLIP RESISTANT
 COMPOSITE TOE
 SIZES: M- 6-12
 W- 6-12

RB354 - WOMEN'S
REEBOK NAVY WMNS EH SR OXFORD
 ELECTRICAL HAZARD
 SLIP RESISTANT
 STEEL TOE
 SIZES: M- 6-12
 W- 6-12

K27082 - WOMEN'S
HYTEST GRV/BLU FOOTREST 2.0 WMNS OXFR
 ELECTRICAL HAZARD
 SLIP RESISTANT
 COMPOSITE TOE
 SIZES: D- 5-10, 11
 B- 5-10, 11

RB211 - WOMEN'S
REEBOK BLK WMNS SR EH ST OXFORD
 ELECTRICAL HAZARD
 SLIP RESISTANT
 STEEL TOE
 SIZES: M- 6-12
 W- 6-12

EMPLOYEE INFORMATION:_____
*NAME - PRINTED:*_____
*EMPLOYEE NUMBER:*_____
*EMPLOYEE WORK PHONE*_____
*EMPLOYEE WORK LOCATION*_____
*SERVICE LINE:*_____
*BRANCH:*_____
*EMPLOYEE CLASSIFICATION***SAFETY SHOE INFORMATION:**☐**First Time Order**☐**Replacement Order (Requires return of safety shoes to be replaced)**☐**Other** _____**Item Number:** _____ **Brand:** _____**Description:** _____**Size:** _____ **Color:** _____**EMPLOYEE:** By signing this form you acknowledge that you have chosen the shoe model listed above._____
*Employee Signature*_____
*Date***APPROVALS:**_____
*Supervisor Signature*_____
*Date*_____
*Manager Signature*_____
Date

SAFETY SHOE
REQUEST FOR EXCEPTION

Employees must select Safety Shoes from the list in Appendix B of HPW AP 3-17; however, exceptions to this list may be granted, when appropriate, for sizes not offered in the listing or if the Employee cannot wear Safety Shoes shown on the list due to medical reasons.

Employees seeking an exception should complete the information requested below and submit this form to the Uniform Coordinator for further handling. Employee may submit any additional information that will assist the Uniform Coordinator in filling the order.

The Uniform Coordinator is responsible for verifying that Safety Shoes requested under this exception conform to the same specifications for working in the area assigned to the Employee as those Safety Shoes recommended by the Department of Human Resources Safety Team.

The Employee's request, whether approved or not, should be returned to the Uniform Coordinator for processing and/or filing.

<u>REQUESTED BY:</u>		REASON FOR REQUEST:
_____ EMPLOYEE NAME – PRINTED	_____ EMPLOYEE'S ID NUMBER	<div style="display: flex; align-items: center; margin-bottom: 10px;"><input type="checkbox"/> UNAVAILABLE SHOE SIZE</div> <div style="display: flex; align-items: center;"><input type="checkbox"/> MEDICAL</div>
_____ EMPLOYEE'S SIGNATURE	_____ DATE	

VERIFICATION SECTION: (To be completed by Uniform Coordinator)

For Use in Service Line/Section: _____

Item No.: _____ Vendor: _____

Item Description: _____

Does this item comply with the Safety Team's specifications for working in Employee's assigned area? _____

Comments: _____

COORDINATOR'S SIGNATURE

COORDINATOR'S ID NUMBER

DATE

DIRECTOR APPROVAL:

Request approved? ☐ Yes

☐ No- State reason denied: _____

DIRECTOR'S SIGNATURE

DATE

UNIFORM, SAFETY SHOES AND PPE ISSUANCE AND RETURN FORM
EMPLOYEE NAME: _____

DATE: _____

EMPLOYEE NUMBER: _____

SERVICE LINE: _____

I understand that upon separation of employment from HPW, I must return all Uniforms to my Supervisor no later than my last day of employment. I acknowledge that by signing for Uniforms issued to me, that the City may deduct from my final paycheck the cost of Uniforms that I fail to return; but that I am entitled to keep the Safety Shoes.

Employee Signature

Employee No.

Item Issued	Size	Qty.	Date	Employee's Signature	Supervisor's Signature	Returned Y/N

REVISION HISTORY FOR HPW AP 3-17

REVISION	REVISED BY:	DATE ISSUED:	REASON FOR REVISION:
0	162240	03.27.2019	Original Issue
1	162240	09.15.2020	<ul style="list-style-type: none">• Moved Uniform and Safety Shoe Allotment Table to Appendix A and renamed it Allotment Schedule.• Added Safety Shoe Selection List and named it Appendix B• Added Safety Shoe Exception form and named it Appendix D• Corrected numbering sequence for Section 6• Added T-Shirts to Uniform items