

State of Hawaii

SAFETY SHOE PURCHASE AUTHORIZATION

Department: _____

Division: _____

Island: _____

Employee: _____

Branch: _____

Baseyard: _____

Phone: _____

Position Title: _____

TYPE OF PROTECTION	IMPACT & COMPRESSION			WATER RESISTANT	HIGH CUT REQUIRED		ALLOWANCE \$\$\$	VENDOR USE ONLY		
	30	50	75		6"	8"		Brand	Model	Cost
<i>Example: Sole Puncture</i>			X				90.00	Iron Age	5234	64.75
Impact & Compression (PT)										
Metatarsal (MT)										
Electrical Hazard (EH)										
Sole Puncture (PR)										
Rubber Boots with Safety Toe										
Rubber Boots without Safety Toe	N/A	N/A	N/A							

OTHER REQUIREMENTS: _____

ASSESSMENT OF HAZARD: A Certification of Hazard has been completed. The position requires the type of foot protection indicated above. The amount of allowance to be paid by the state shall not exceed amount pursuant to memorandum of agreement dated: _____.

Division/Branch Chief/Management Representative

Date

Phone Number

VENDOR CERTIFICATION: (Print Name of Vendor) _____ certifies that the shoes provided to employee listed above meets the requirements as indicated and agrees to the "Condition of Sale" provisions (reverse side of this form) by means of accepting payment by means of purchase order, check, or other acceptable means of sale.

Print Name of Vendor Representative

Position or Job Title

Signature

Date

Phone

Form Distribution - Original: DAGS - Pre-Audit Branch, Copies: Vendor and Employee department

Rev 7/02

Conditions of Sale

1. All safety shoes shall meet ANSI Z-41-1991 standards for foot protection (except water-resistant boots with out safety toe requirement).
2. The quality and specifications shall be as specified in the manufacturer's catalog or brochure and shall be free from defects in material and workmanship. Any item found defective will be repaired or exchanged on a one-for-one basis at no additional charge.
3. Where protection is required for more than one category such as electrical and sole or metatarsal and sole protection the higher base allowance shall be used to determine maximum allowable for foot protection purchase. Where severity rate differ, the higher protection requirement shall prevail.
4. The seller is responsible for collecting all costs from the employee that is more than the amount stated.
5. The seller shall forward invoices in triplicate directly to the ordering agency and shall invoice the agency the unit price stated (which includes the Hawaii General Excise Tax).
6. The seller guarantees shoes against defects in workmanship and materials for a minimum of six months. Shoe soles shall be guaranteed by the seller to withstand normal wear and tear on a daily use basis for a period not less than six months.
7. The seller is responsible for ensuring that the safety shoes are of the proper type, fit, and selection for foot protection stated.
8. The state shall pay for the actual cost of the safety shoes or up to the maximum amount shown on the Safety Shoe Purchase Authorization form for the type of safety shoes indicated.
9. Section 103-10, Hawaii Revised Statutes, provides that the state shall have thirty (30) days after receipt of invoice or satisfactory delivery of goods, or performance of the services.
10. The state shall withhold payment, stop payment or seek restitution, for seller misrepresentation, over charges, workers' compensation third party claims arising out of failure of safety shoes to provide reasonable fit or failure to provide foot protection per ANSI 41-1991
11. The state may restrict purchases of safety shoes from vendors that violate conditions of sale stated herein.

SAFETY SHOES PURCHASE AUTHORIZATION FORM

This form serves several purposes including information on the department, employee, job title, foot protection requirements, the maximum amount the state will pay, department sign-off authorizing purchase (with a valid purchase order), vendor requirement to provide information of brand, model and cost of shoes for validity and data gathering, vendor commitment to conditions of sale of shoes to fit, perform, and to meet state, OSH, and job requirements. Procedures include the following:

Department:

1. Completes the top portion of the form.
2. Analyzes and transposes assessment data on to the authorization form.
3. Determines allowance from the applicable Memorandum of Agreement. In multi-foot protection requirements enter the type of protection with the highest allowance. Enter only one allowance amount.
4. Employer representative signs and dates the form, retains copy and instructs employee to give the original and copy of the authorization to the vendor when a selection is made.
5. Employer representative informs the employee of the scope of the policy, reviews the Proper Selection, Proper Fit section of the policy, and provides signed copies of the form for their signature. The employer and employee retain a copy of the section.
6. When a vendor has been determined the employer may require that the vendor ship or deliver the foot protection to the employer or provide employee reasonable amount of time during the workday to pick up the foot protection. The employer shall pay for shipping and handling, as applicable.

Vendor:

1. Reviews requirements with state employee.
2. Informs employee of shoes available that meet requirements.
3. Assists employees in obtaining proper type and fit of foot protection.
4. Informs employees of allowance limit and, as applicable, informs employees of their responsibility for cost beyond the allowance provided. The vendor collects for cost above limit from the employee.
5. Signs form certifying shoes meets requirements specified on authorization form and agrees to the Condition of Sale, instructing the employee to return the original to their department; or,
6. Redirects employee to other vendors when proper type or fit is unattainable.