## TABLE OF CONTENTS

(Click on any question to go to the answer.)

Revision date: January 10, 2014.

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SFC PROGRAM DESCRIPTION</td>
<td>2</td>
</tr>
<tr>
<td>1A - WHAT IS THE “SHOES FOR CREWS” (SFC) PROGRAM?</td>
<td>2</td>
</tr>
<tr>
<td>1B - WHO PAYS FOR THIS PROGRAM?</td>
<td>2</td>
</tr>
<tr>
<td>1C - WHO IS ELIGIBLE TO PARTICIPATE?</td>
<td>2</td>
</tr>
<tr>
<td>2. ENROLLING PERSONNEL</td>
<td>4</td>
</tr>
<tr>
<td>2A - HOW DO I ENROLL PERSONNEL IN THE PROGRAM?</td>
<td>4</td>
</tr>
<tr>
<td>2B - HOW OFTEN CAN I GET NEW SFC SHOES FOR MY EMPLOYEES?</td>
<td>5</td>
</tr>
<tr>
<td>2C - WHAT ABOUT NEW-HIRE, PART-TIME AND SHORT-TERM EMPLOYEES?</td>
<td>5</td>
</tr>
<tr>
<td>2D - WHAT ABOUT VOLUNTEERS WORKING IN MY DEPARTMENT?</td>
<td>6</td>
</tr>
<tr>
<td>2E - WHAT ARE “CREW GUARDS”, HOW AND WHEN ARE THEY USED?</td>
<td>6</td>
</tr>
<tr>
<td>2F - CAN MY EMPLOYEES OPT-OUT OF THE SFC PROGRAM?</td>
<td>7</td>
</tr>
<tr>
<td>2G - HOW CAN I ENROLL NON-FOOD SERVICE / CUSTODIAL / HEALTH CARE / OTHER WORKERS IN THE PROGRAM?</td>
<td>8</td>
</tr>
<tr>
<td>2H - MUST FOOD SERVICE, CUSTODIAL AND HEALTH CARE WORKERS ENROLL IN THE “SFC PROGRAM”?</td>
<td>8</td>
</tr>
<tr>
<td>3. PROGRAM ADMINISTRATION</td>
<td>9</td>
</tr>
<tr>
<td>3A - WHO SELECTS SHOE MODELS OFFERED BY THE PROGRAM?</td>
<td>9</td>
</tr>
<tr>
<td>3B - WHAT SHOE MODELS ARE OFFERED BY THE PROGRAM?</td>
<td>9</td>
</tr>
<tr>
<td>3C - ARE OTHER SHOE MANUFACTURERS INCLUDED IN THE PROGRAM?</td>
<td>9</td>
</tr>
<tr>
<td>3D - IF I WANT SHOES NOT CURRENTLY OFFERED, WHAT SHOULD I DO?</td>
<td>9</td>
</tr>
<tr>
<td>4. RETURNS, EXCHANGES AND WARRANTEE</td>
<td>10</td>
</tr>
<tr>
<td>4A - HOW CAN I RETURN SHOES FOR A DIFFERENT SIZE, OR UNDER A WARRANTY CLAIM?</td>
<td>10</td>
</tr>
<tr>
<td>4B - A SLIP / FALL INJURY OCCURRED WHEN WEARING “SFC SHOES”. WHAT SHOULD I DO?</td>
<td>10</td>
</tr>
<tr>
<td>5. ATTACHMENTS AND FORMS</td>
<td>11</td>
</tr>
<tr>
<td>“SHOES FOR CREWS” – OCCUPATIONAL SAFETY (OS) WORKGROUP</td>
<td>11</td>
</tr>
<tr>
<td>CAMPUS CONTACTS LIST</td>
<td>11</td>
</tr>
<tr>
<td>“SHOES FOR CREWS” – WARRANTY INFORMATION</td>
<td>12</td>
</tr>
<tr>
<td>“SHOES FOR CREWS” – WARRANTY SLIP/FALL REPORT FORM</td>
<td>15</td>
</tr>
<tr>
<td>POSTER #1 - SHOES FOR CREWS – FOOD SERVICE AND CUSTODIAL CREWS</td>
<td>16</td>
</tr>
<tr>
<td>POSTER #2 - SHOES FOR CREWS – FOOD SERVICE AND CUSTODIAL CREWS</td>
<td>17</td>
</tr>
<tr>
<td>POSTER #3 - SHOES FOR CREWS – HEALTH CARE WORK CREWS</td>
<td>18</td>
</tr>
<tr>
<td>POSTER #4 - SHOES FOR CREWS – HEALTH CARE WORK CREWS</td>
<td>19</td>
</tr>
</tbody>
</table>
1. SFC PROGRAM DESCRIPTION

1A - WHAT IS THE “SHOES FOR CREWS” (SFC) PROGRAM?
UCOP Risk Management implemented the UC system-wide “Shoes for Crews” (SFC) slip-resistant shoe program for food service and custodial employees with the goal of reducing the frequency and cost of slip and fall injuries by 70% in these job classifications. By implementing this program in these indoor high-hazard slip/trip/fall job classifications, pilot studies have already demonstrated a nearly 5-fold reduction in slip/fall injuries with comparable payback to operations throughout the system. The current goal of this program is to provide high quality highly slip-resistant “Shoes for Crews” shoes to all food service workers, and optionally to custodial staff and health-care workers, at a frequency of every 6-months during their employment at any UC campus / hospital / field station.

The Shoes for Crews program is designed primarily for workers who are exposed to slippery walking surfaces during their primary work tasks. These workers include food service workers, custodians who are exposed to wet floors on a daily basis, some health-care workers, and animal-care workers who work in cage-washing rooms. It would be difficult to justify shoes for individuals who are exposed to wet surfaces only when it rains on loading-docks without covers, for example. Another criterion for participation in the program is a history of work injuries related to slips and falls.

The Shoes for Crews shoes are not designed for work on soft (gravel / dirt / grass) and uneven surfaces. The technology is effective for walking on hard flat wet or dry surfaces that expose workers to slips and falls.

This program document describes the program in its entirety and will be updated periodically as the program evolves. You may always find the latest revision to this program document at the following link:

http://www.ucop.edu/risk-services/loss-prevention-control/shoes-for-crews.html

1B - WHO PAYS FOR THIS PROGRAM?
The cost of this program is borne completely by UCOP and offered as an injury reduction and cost saving strategy for managers who oversee food preparation, dish-room and dining-hall custodial operations, as well as some other types of custodial work, health care work, and in work areas / job-classes where indoor slip-fall hazards are present. Other than the administrative time to manage the program in each participating department, all costs of providing the shoes are paid by UCOP Risk Management.

CLICK HERE TO RETURN TO TABLE OF CONTENTS

1C - WHO IS ELIGIBLE TO PARTICIPATE?
Any campus / hospital / field station / ANR / UCOP operation are welcome to participate in this program with full reimbursement to their operations' management for shoe costs by UCOP Risk Management. Participation is determined based upon slip/trip/fall hazards associated with specific job classifications of work as follows:

Food Service Workers:
Only “Food Service Workers”, and their immediate Supervisors, are required to participate in this program.
Custodians and Health Care Workers:
Custodial Staff, Health Care Workers, and their immediate Supervisors, who work and walk routinely on hard (concrete, metal, tile, wood, etc...) smooth and/or textured floor surfaces that may be wet or dry may optionally be enrolled in the program. These job classes of UC workers will likely benefit from the “Shoes for Crews” program with reduced slip / fall injuries. Their management is encouraged to enroll their employees in the SFC Program.

IMPORTANT EXCEPTION: Custodial / Health Care workers who ONLY work on carpeted floors will likely NOT benefit from wearing “Shoes for Crews”. In fact, if you have workers who only work in carpeted areas, please do not enroll them in the program as “Shoes for Crews” shoes are so slip-resistant on carpeting they can cause increased risk of a trip / fall injury until the wearer gets used to how much grip the shoe has on carpet.

Other Job Classes:
If you are a manager who has personnel who have high-hazard work areas for slip / fall injuries, you may request from your campus EH&S Occupational Safety Workgroup Member (see OS Workgroup Campus Contact List attached) to include your personnel in the program. The Workgroup Member will complete a job hazard analysis to determine if SFCs are appropriate for your work environment.

Union/management negotiation may also be required before implementing an SFC program for some job classifications. Implementation of the SFC Program will be initially for job classifications system-wide, not necessarily specific to a location or Department. However, in unusual situations where a Department may have a unique slip / fall hazard specific to a location, the system-wide Occupational Safety Workgroup may recommend enrollment of a specific Department’s high-hazard employees in the SFC Program, while the job class system-wide would not be enrolled in the program.
2. ENROLLING PERSONNEL

2A - HOW DO I ENROLL PERSONNEL IN THE PROGRAM?

1. Get your Department’s upper-management-approval for enrollment of your front-line workers and first-line supervisors in the program.

2. Designate who will be the “SFC Liaison” for managing the roll-out of the SFC program within your Department.

3. Have your Department’s “SFC Liaison” contact your Campus EH&S IIP Workgroup Member (see OS Campus Contact List attached) and discuss with them the hazards in your employee’s work area and the reasons for enrolling your employees in the SFC Program.

4. Once your campus OS Workgroup Member has agreed that “Shoes for Crews” is a good program to have your employees enrolled in, contact Laurie Roloff, UC’s Representative at “Shoes for Crews” (laurier@shoesforcrews.com), alerting her of your intent to enroll your employees in the SFC Program. Give her the following information:
   a. Your SFC Liaison’s name, contact email address and phone number,
   b. The name and shipping address of your Department, as well as
   c. The approximate number of people you want to enroll in the SFC program in your Department.

Please copy Janine Crocker (janine.crocker@ucop.edu) and your EH&S OS Workgroup Member, on any email correspondence you have directly with Laurie Roloff of “Shoes for Crews”.

5. Announce the SFC Program to your front-line workers and first-line supervisors with the reasons why your Department is adopting “Shoes for Crews” as PPE to reduce slip / fall injuries. In addition, let employees know that as part of this program they will be provided SFC work-shoes that they must wear every day during work hours as “Personal Protective Equipment” (PPE).

6. Download the “shoe style posters” of the shoe models approved for use by UC Food Service and Custodial workers [CLICK HERE for Food Service / Custodial Posters #1 and #2 and CLICK HERE for Health Care Posters #3 and #4] and post them at your operations for review by employees. Contact Laurie Roloff, UC’s Representative at “Shoes for Crews” (laurier@shoesforcrews.com), if you want her to mail you large-format posters for your Department.

7. Laurie Roloff, SFC Representative to the UC System, is available to assist managers with the ordering process as follows:
   a. If requested during an initial roll-out of the “Shoes for Crews” Program in your department, for groups of 100 employees or more SFC will send out a Fit Team to your facility to do a custom fitting. The SFC Fit Team may be able to accommodate smaller groups if they are in the area working with other groups / Departments, or sometimes smaller department’s individual requests for fittings can be combined into 100-or-more employees to be fitted. Contact Laurie Roloff (laurier@shoesforcrews.com) with questions concerning custom fittings.
   b. For small Departments with less than 100 employees, SFC will provide a shoe-fit chart and guidance to your Department’s SFC Liaison, and your Department’s SFC Liaison will learn and conduct shoe-fits on Department personnel directly. Information required at the time of the fitting includes:
      - Employee’s name,
      - Payroll identification number,
      - Shoe style selected,
      - Shoe size, and
UCOP RISK MANAGEMENT – “SHOES FOR CREWS” PROGRAM

- Supervisor name, work location and shipping address.

c. After the fitting, the SFC Fit Team or the SFC Liaison submits the order information to SFC by e-mail to Laurie Roloff (laurier@shoesforcrews.com).
d. Shoes are shipped directly to the address listed on the order form within a few days. Shoes are generally shipped to the Department’s SFC Liaison at the location for distribution by the SFC Liaison to supervisors, and then supervisors to their direct reports. Shoes are identified with the employee’s name on the shoe box. Each SFC Liaison for each Department enrolled in the SFC Program is responsible for distribution of the delivered shoes to their Department’s employees.

CLICK HERE TO RETURN TO TABLE OF CONTENTS

2B - HOW OFTEN CAN I GET NEW SFC SHOES FOR MY EMPLOYEES?
UCOP provides two pair of shoes per year for each food service and custodial worker enrolled in the program. Shoes must be re-ordered every 6 months using the process noted above. There is no automatic re-ordering process in place at this time. Typically, after the first fitting, employees are familiar with their sizing and a fitting is not necessary for re-orders. Special arrangements can be made with the SFC representative to assist with re-fittings if deemed necessary by the SFC Liaison. Departments must keep track of their ordering / re-ordering timing for the 6-month frequency that fits best into their operations. It’s highly recommended that two months each year are determined to be the “SFC Program Months”, and that this ordering process gets integrated into Department operations as quickly as possible so that it becomes Department routine.

Warranty Information:
The SFC Warranty only guarantees against slip / fall injuries for the first six months of wearing of SFC shoes. Due to the soft-rubber soles of these shoes that create the slip-grip qualities of the shoe, the SFC shoes can wear faster than other shoes. Departments are strongly encouraged to replace worn SFC shoes on 6-month cycles (e.g. January and June of each year) to maintain the protective quality of the footwear as PPE, and keep their employees under the SFC Program warrantee.

What to do with worn SFC shoes:
Employees may take their worn SFC shoes home, but may NOT wear worn SFC shoes beyond the 6-month period during work hours. Some departments have collected worn SFC shoes and donated them to homeless shelters or Good-Will. Others have marked worn SFC shoes with an observable spray-paint (to be quickly identified as worn shoes) and allowed their employees to take them home. While others have a “trade in” policy where new SFC shoes are handed out only when the worn / used pair of SFC shoes are handed-in. In any case, it’s recommended that SFC shoes be destroyed after wearing for one year as they are not designed to last longer than this period of wear and can start to fall apart causing a safety-hazard after this time.

CLICK HERE TO RETURN TO TABLE OF CONTENTS

2C - WHAT ABOUT NEW-HIRE, PART-TIME AND SHORT-TERM EMPLOYEES?
New hire employees may use their own shoes during work-hours and wear over them SFC “Crew-Guards” slip-grip-shoe-covers that slip-on over their personal shoes until their SFC shoes
are ordered, received and distributed to them for use as PPE. Cost of “Crew-Guards” is paid by UCOP. See section on “Crew Guards” for more information.

Part-time employees, who work 16-or-more-hours-per-week, including student / work-study employees, who are working in job-classes that require SFC shoes as PPE, must be provided with SFC shoes as part of their PPE for their work. Follow the new-hire guidance above when enrolling these employees in the SFC Program, and provide them SFC shoes on your department’s order-schedule of one-pair every 6-months. Part-time employees who work less than 16-hours-per-week may wear “Crew Guards” over their street shoes. See section on “Crew Guards” for more information.

Short-term employees, who are to work less than 60-days in a job-class that requires SFC shoes for PPE, may wear “Crew-Guards” over their street shoes when conducting work at the University. Cost of “Crew-Guards” is paid by UCOP and departments that hire short-term employees must stock and provide “Crew-Guards” to their short-term employees in job-classes that require SFC shoes as PPE. See section on “Crew Guards” for more information.

Cost of purchasing / stocking “Crew-Guards” is paid by UCOP!

The process to provide PPE to new hire / part-time employees should be completed within the first-three-months of employment. SFC will provide a foot-sizing guide and training for your Department’s SFC Liaison so that they can help new-hire employees select and then properly size the SFC shoes the employee will use. When new hire / short-term employees are anticipated, contact Laurie Roloff (laurier@shoesforcrews.com) at “Shoes for Crews” and order a box of “Crew-Guards” to keep in inventory and provide to new hire / short-term employees as needed until their SFC shoes arrive and are distributed to them. Cost of “Crew-Guards” is paid by UCOP.

IMPORTANT WARRANTEE NOTE: The “SFC No-slip Warrantee” does NOT apply to a person wearing “Crew-Guards”. Therefore it is highly recommended to enroll your new-hire and part-time employees in the SFC Program as soon as possible to ensure maximum slip-fall protection for your employees, and risk reduction for the University.

2D - WHAT ABOUT VOLUNTEERS WORKING IN MY DEPARTMENT?

Volunteers who work on University premises for no pay, but by permission within your department at locations where your department employees must wear SFC shoes as PPE, are NOT required to wear SFC shoes. Departments who allow volunteers to work along-side their SFC-wearing employees should provide one pair of “Crew-Guards” to the Volunteer to wear over their personal-shoes during their voluntary work at the University, but limit their volunteerism and the wearing of the pair of “Crew-Guards”. Cost of “Crew-Guards” is paid by UCOP. See section on “Crew Guards” for more information.

2E - WHAT ARE “CREW GUARDS”, HOW AND WHEN ARE THEY USED?

“Crew Guards” are reusable slip-resistant shoe covers that are worn over street shoes to provide an increased-level of slip resistance on smooth hard surfaces that may be wet or dry. They come in a range of sizes from small to extra-large and can be shared by multiple users during their lifetime of use. Cost of purchasing / stocking Crew Guards is paid by UCOP.
“Crew-Guards” are a shared resource and can be worn by more-than-one person over the life-time of the individual pair of “Crew-Guards”. “Crew-Guards” can last up to 6-months of normal wear (based on a 40-hour work week) being worn by multiple part-time / short-term / new-hire employees. Dispose of worn “Crew-Guards” when any of the following are observed:

- Cracked, abraded or damaged material is observed on any part of the “Crew-Guard”,
- Tread worn to the point of no longer being visibly proud of the “Crew-Guard” base material,
- Holes or leaks occur,
- The interior of the “Crew-Guard” cannot be cleaned, or
- When treads are caked with matter that cannot be cleaned out.

Crew Guards may be provided to new hire, part-time, short-term personnel, as well as volunteer personnel, as described above. In addition, Crew Guards may be used by long-term employees when:

1. A person has an orthopedic shoe prescribed by their doctor, or.
2. If a person’s shoe-size is so small or so large that SFC shoes that fit them are not available.

Crew Guards are maintained by cleaning in a dishwasher, or by using warm soapy water and a scrub brush, and then allowed to drip-dry in air before reuse.

IMPORTANT WARRANTEE NOTE: The “SFC No-slip Warrantee” does NOT apply to a person wearing “Crew-Guards”. Therefore it is highly recommended to enroll your new-hire and part-time employees in the SFC Program as soon as possible to ensure maximum slip-fall protection for your employees, and risk reduction for the University.

2F - CAN MY EMPLOYEES OPT-OUT OF THE SFC PROGRAM?

No…! SFC shoes are required safety personal protective equipment (PPE) for ALL Food Service Workers in the UC System. In addition, once you have enrolled custodians, health care workers or other employees in a specific job-class in the SFC Program, the University has agreed to provide these employees with SFC shoes as required PPE. Required PPE must be worn whenever personnel are conducting their work in the slip / fall hazard work areas. Once your department agrees that SFC shoes are to be part of your department’s PPE requirements for specific job-classes within your department, all personnel who work in that job class in your department are required to wear SFC shoes as PPE whenever they are at work.

CalOSHA codes allow employers to provide PPE to their employees at no cost to the employee, but the employee must then wear the PPE when they work in the hazard-area. Employees who do not wear their employer-provided PPE may be subject to disciplinary action including loss of their job for repeat offense.

The ONLY exception to this rule is for employees who are prescribed orthopedic shoes by their physician to help treat a medical condition. In such situations, employees are allowed to wear their orthopedic shoes instead of SFC shoes, but must wear SFC “Crew-Guards” over their orthopedic shoe to reduce slip / fall injury potential. See section on “Crew Guards” for more information.
2G - HOW CAN I ENROLL NON-FOOD SERVICE / CUSTODIAL / HEALTH CARE / OTHER WORKERS IN THE PROGRAM?

“Shoes for Crews” slip-resistant soles are generally not intended for outdoor work, work on soft dirt, soft gravel and dirt slopes, tree-work, wet grass, hard-gravel, etc.... They are intended for hard surfaces such as tile, concrete, wood, smooth metal, etc. that may be dry, intermittently wet, or saturated with water and/or oil-based liquids.

Departments with unique locations that have slip / fall hazards, and/or other job classifications with slip/fall hazards, may be considered for enrollment in the program based upon the slip-hazards associated with the type of work and the types of surfaces employees may need to walk on, in conjunction with a past-history of slip / fall accidents in the work area.

If you believe you have work environments where SFC shoes could improve the safety of your workers, please send a request for a work-place hazard assessment to your campus’ EH&S OS Workgroup Member. In your request, include the specific job class you want to enroll in the SFC program and the slip / fall hazards they are exposed to under normal work conditions.

A decision to enroll your job class of workers in the SFC Program will be based upon system-wide adoption for the job class at all campuses first, not necessarily specific to a location or Department. However, in unusual situations where a Department may have a unique slip / fall hazard specific to a location, the OS Workgroup may recommend enrollment of a specific Department's high-hazard employees in the SFC Program, while the job class system-wide would not be enrolled in the program.

CLICK HERE TO RETURN TO TABLE OF CONTENTS

2H - MUST FOOD SERVICE, CUSTODIAL AND HEALTH CARE WORKERS ENROLL IN THE “SFC PROGRAM”?

Food Service workers MUST be enrolled in this program. The injury statistics have proven that “Shoes for Crews” shoes when worn by Food Service Workers reduce slip / fall injuries by 80% or more compared to the pre-program levels of Workers Compensation injuries. Therefore “Shoes for Crews” are mandatory and must be worn as PPE for these workers in ALL UC operations.

Otherwise, the SFC Program is voluntary for custodians, health care and other workers, but highly recommended by UCOP Risk Management for those workers who work on hard / smooth floor surfaces that can be wet or dry.

EXCEPTION: Custodians and other workers who only work on carpeted floors ARE NOT recommended to wear “Shoes for Crews” shoes. The “Shoes for Crews” shoes are so slip-resistant that they can actually cause trip/fall injuries on some deep-pile carpets until wearers become experienced with how much ‘grip’ the shoes have on the carpet.

In general, “Shoes for Crews” shoes (and “Crew-Guards”) are viewed as providing a perk to an under-served employee community in the University system. And, it just makes good business and labor-relations sense to enroll your Food Service employees, and others subjected to slip / fall hazards, in this program. Aside from some administration time by someone in your department to manage the program locally for your employees, there’s no other program cost to your Department / operations.

CLICK HERE TO RETURN TO TABLE OF CONTENTS
3. PROGRAM ADMINISTRATION

3A - WHO SELECTS SHOE MODELS OFFERED BY THE PROGRAM?
The “Occupational Safety Workgroup” (OS Workgroup), formed and managed by UCOP EH&S, is tasked as the “SFC Program Administrator” for the UC system. This workgroup is comprised of safety professionals from each campus, and they conduct system-wide meetings and help create system-wide safety management policies and guidance for numerous health and safety compliance issues throughout UC operations. This group develops the specifications for PPE Work Shoes and Work Boots based upon job classifications and hazards associated with those job classifications. If you have questions about the shoe qualities or specifications for a particular job classification, please direct your inquiry to your campus’ EH&S OS Workgroup Member.

3B - WHAT SHOE MODELS ARE OFFERED BY THE PROGRAM?
Only certain SFC models of shoes are allowed to be offered to UC employees. These have been approved for use by the system-wide EH&S OS Workgroup. You cannot go to the SFC website and order any shoe off the SFC website. Your department will not be reimbursed by UCOP if you do this. The styles that have been approved for use by UC personnel are listed in this program document. Click on the links below for the posters with the SFC shoe models / styles currently offered by the program:

[CLICK HERE FOR POSTERS #1 & #2 FOR FOOD SERVICE / CUSTODIAL WORKERS]
[CLICK HERE FOR POSTERS #3 & #4 FOR HEALTH CARE WORKERS]

3C - ARE OTHER SHOE MANUFACTURERS INCLUDED IN THE PROGRAM?
No. At this time, only “Shoes for Crews” shoes are included in this program, and only specific SFC models of shoes approved by the OS Workgroup as having the characteristics needed to provide the safety, comfort and quality for food service, custodial, health care, and other UC workers are allowed.

Click on the links below for the posters with the SFC shoe models / styles currently offered by the program:

[CLICK HERE FOR POSTERS #1 & #2 FOR FOOD SERVICE / CUSTODIAL WORKERS]
[CLICK HERE FOR POSTERS #3 & #4 FOR HEALTH CARE WORKERS]

3D - IF I WANT SHOES NOT CURRENTLY OFFERED, WHAT SHOULD I DO?
If there are other shoes offered by “Shoes for Crews” and available through their website [http://www.shoesforcrews.com], and the shoe model has the slip-resistant sole and other characteristics needed to qualify as PPE, you may request that the “OS Workgroup” include your desired shoe model in the program. Please direct your inquiry / request to your campus’ EH&S OS Workgroup Member for further discussion.

CLICK HERE TO RETURN TO TABLE OF CONTENTS
4. RETURNS, EXCHANGES AND WARRANTEE

4A - HOW CAN I RETURN SHOES FOR A DIFFERENT SIZE, OR UNDER A WARRANTY CLAIM?

SFC shoes are warranted by SFC for 6-months against manufacturer failures. In addition, SFC offers a 60 day “wear and compare” policy where the employee can exchange their style for any reason within 60 days, even if worn. SFC provides prepaid UPS labels with each shoe and an exchange order-form right in the shoe-box. It is the responsibility of the employee and your Department’s SFC Liaison to order exchange shoes under the “wear and compare” policy. If the employee must go without SFC shoes while awaiting an exchange pair of shoes to arrive, then they must wear their own shoes and cover them with SFC “Crew-Guards” during work-hours until their exchange SFC shoes arrive. See section on “Crew Guards” for more information.

If you or your employee has a justifiable manufacturer failure of their SFC shoe after 60-days, but before the 6-month re-order period, contact Laurie Roloff, UC’s Representative at “Shoes for Crews” (laurier@shoesforcrews.com) with information about the failure and to order a replacement pair of shoes. If employees must wear their own shoes while waiting for replacement SFC shoes, please provide SFC “Crew-Guards” to slip on over their own shoes to reduce slip / fall potential until the replacement shoes arrive. See section on “Crew Guards” for more information.

4B - A SLIP / FALL INJURY OCCURRED WHEN WEARING “SFC SHOES”. WHAT SHOULD I DO?

“Shoes for Crews” guarantees that their shoes are highly slip-resistant in normal work environments. If a UC employee is injured by a slip / fall accident while wearing SFC shoes, “Shoes for Crews” will reimburse the University up to $10,000 toward the Worker’s Compensation claim resulting from the injury.

If you have an employee injured while wearing SFC shoes, complete the WC injury report using your campus’ reporting system. If your report can be sent as an email attachment, please send a copy of it to your Disability Management Department, and a copy to Janine Crocker (janine.crocker@ucop.edu) at UCOP also. Make sure that you include on the report that the employee was wearing “Shoes for Crews” at the time of the slip / fall injury.

In addition, the “Shoes for Crews” $10K Warranty form (CLICK HERE TO GO TO FORM) must be completed by the manager of the facility or your Department’s SFC Liaison, notarized and e-mailed to Laurie Roloff (laurier@shoesforcrews.com) within 60 days of the incident. The warranty covers slip-injuries on flat surfaces wetted with water, oil, a mixture or that are simply dry. Acceptable hazards covered under warrantee include, but are not limited to, oil, grease, water, liquefied fats and synthetic lubricants. The $10K Warranty does not cover slipping on solid obstacles on the floor (i.e., banana peels, vegetable matter, ice cubes, etc.) or on ice-covered surfaces in freezers, coolers or outdoors. The sole of the shoe must be in direct contact with the floor surface when the slip occurs. Be sure to include as much information about the work activities and the walking surface conditions at the time of the injury in your report. It will help to make the shoes even better and safer. Thank you!

CLICK HERE TO RETURN TO TABLE OF CONTENTS
5. ATTACHMENTS AND FORMS

“SHOES FOR CREWS” – OCCUPATIONAL SAFETY (OS) WORKGROUP CAMPUS CONTACTS LIST

<table>
<thead>
<tr>
<th>UC CAMPUS LOCATION</th>
<th>IIP WORKGROUP / SFC CAMPUS LIAISON</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRIC. AND NATURAL RESOURCES</td>
<td>Mark Barros</td>
<td><a href="mailto:mijbarros@UCDAVIS.EDU">mijbarros@UCDAVIS.EDU</a>;</td>
</tr>
<tr>
<td>BERKELEY</td>
<td>Jim Gilson</td>
<td><a href="mailto:jgilson@BERKELEY.EDU">jgilson@BERKELEY.EDU</a>;</td>
</tr>
<tr>
<td>DAVIS</td>
<td>Bob Wachter</td>
<td><a href="mailto:rawachter@UCDAVIS.EDU">rawachter@UCDAVIS.EDU</a>;</td>
</tr>
<tr>
<td>IRVINE</td>
<td>Sandra Conrrad</td>
<td><a href="mailto:sconrrad@UCI.EDU">sconrrad@UCI.EDU</a>;</td>
</tr>
<tr>
<td>MEDICAL CENTERS</td>
<td>Jason Barry</td>
<td><a href="mailto:jason.barry@ucdmc.ucdavis.edu">jason.barry@ucdmc.ucdavis.edu</a></td>
</tr>
</tbody>
</table>
| MERCED | Facilities: Tibor Toth, Dining: Jason Souza | <ttoth@ucmerced.edu>;
| | | <jsouza@ucmerced.edu> |
| LOS ANGELES | Facilities: Cindy Burt, Dining: Mike Williams | <burt@EHS.UCLA.EDU>;<Mwilliams@ehs.ucla.edu> |
| OFFICE OF THE PRESIDENT | Erike Young, Janine Crocker | <erike.young@UCOP.EDU>;<janine.crocker@UCOP.EDU>; |
| RIVERSIDE | Beiwei Tu | <beiwei.tu@UCR.EDU>; |
| SAN DIEGO | Daphne Thaung | <dthaung@UCSD.EDU>; |
| SAN FRANCISCO | Mario Suarez, Veronica Villalon | <mario.suarez@UCSF.EDU>;<veronica.villalon@UCSF.EDU>; |
| SANTA BARBARA | John Seaman | <john.seaman@EHS.UCSB.EDU>; |
| SANTA CRUZ | Kitty Woldow | <kittyw@UCSC.EDU>; |
“SHOES FOR CREWS” – WARRANTY INFORMATION

“SHOES FOR CREWS” – $10,000 SLIP & FALL WARRANTY

"This is the single most effective program to reduce the total cost of workman’s compensation."

The greatest warranty you may never need!

Employees walk, slip, slide and fall in our workplaces. Should one employee have a slip and fall accident while wearing Shoes For Crews, we will claim for your company up to $10,000 for each worker’s compensation claim paid.

250 S. Australian Avenue, West Palm Beach, Florida 33401 • For more information, please call toll free 1.877.NO.SLIPS (1.887.667.5477) • Visit us online at shoesforcrews.com/warranty
Warranty Limitations, Conditions & Exceptions

LIMITED WARRANTY
Shoes For Crews® hereby agrees to reimburse a qualifying Company participating in the Shoes For Crews Payroll Deduction Plan for any medical expenses paid by Company relative to injuries sustained by a non-employee of Company resulting from slip and fall accidents while wearing shoes purchased from Shoes For Crews. Conditions apply.

CONDITIONS & EXCEPTIONS:
1. At the time of the accident, the employee must have been wearing shoes purchased through Shoes For Crews Payroll Deduction Plan within six (6) months prior to the accident date.
2. Accidents occurring due to obstructions on the floor or on an object surface, in frames, coolers, or sub-floor environments are specifically excluded. Acceptable obstructions include, but are not limited to: water, grease, liquid fats, and synthetic lubricants.
3. The maximum individual claim is up to $10,000, limited to 20% of your year to date purchases from SFC during the calendar year of which the accident occurs.
4. Shoes For Crews reimbursement through the Payroll Deduction Plan is for direct medical expenses only. Claims other than direct medical expenses will not be considered for payment including but not limited to expenses due to time lost at work.
5. Shoes For Crews reserves the right to require written verification by the employee confirming any of the above conditions on form(s) provided by Shoes For Crews.
6. The Limited Warranty may be canceled by Shoes For Crews if the company is more than a day (30) days delinquent at any time on any invoice(s) from Shoes For Crews.
7. The Limited Warranty is only effective for slip and fall accidents that occur at a floor within the Company workplace.
8. CrewGard® is a shoe covering that does not possess the same friction characteristics as Shoes For Crews footwear; therefore, CrewGard is excluded from the warranty.
9. Stairs are excluded from coverage in any form within the context of the warranty.
10. Reimbursement request must be submitted within sixty (60) days from the accident date. Shoes For Crews will not pay any reimbursements on claims after the two (2) year anniversary date of the accident.
11. Final claim reimbursements must be made within two (2) years of the accident date. Reimbursements for claims submitted after the two (2) year anniversary date of the accident will be rejected.

CLAIMS PROCEDURES
Upon occurrence of any accident covered hereunder, Company must report the same to Shoes For Crews on form(s) to be provided by Shoes For Crews which must be received by Shoes For Crews within sixty (60) days of the occurrence of such accident. Failure to do so notify company within the stated time period, will result in denial of the claim.

TERMINATION
This Limited Warranty shall automatically be cancelled upon the termination of the employee Payroll Deduction Plan with Shoes For Crews.

VENCEN
This Limited Warranty shall be governed by the laws of the State of Florida. The venue for any action arising out of this agreement shall lie in Palm Beach County, Florida.

Shoes For Crews, LLC, a Florida Corp.

Date

Matthew Smith, President
Shoes For Crews®
Warranty Claim Instructions

When a manager at one of your facilities informs you that an employee has had a slip and fall accident while wearing Shoes For Crews purchased through Payroll Deduction, please do the following:

- The facility manager, where the accident occurred, must fill out the Shoes For Crews Slip and Fall Accident Report. The form must be completed, signed, notarized and forwarded to the corporate Safety/Risk Manager.

- The corporate Safety/Risk Manager will be required to forward the following forms to Shoes For Crews, within sixty (60) days of the accident date:
  - The Shoes For Crews Slip and Fall Accident Report completed, signed and notarized by the facility manager where the accident occurred
  - A copy of your company's internal Workers Compensation Claim

- Send a copy of the paid Workers Compensation Claim to Shoes For Crews, LLC for processing as soon as it is available.

- Shoes For Crews may reimburse up to a maximum of $10,000, limited to 20% of the respective company's years-to-date purchases from SFC during the calendar year in which the accident occurred. Once a copy of the paid Workers Compensation Claim has been received, reimbursement will be made for direct medical expenses only. (Please see the Limited Warranty for details.)

Please send the completed forms to:
Shoes For Crews, LLC
Attn: Warranty Programs Manager
250 South Australian Avenue
West Palm Beach, FL 33401

Notes: To qualify for the Shoes For Crews Slip and Fall Warranty, all claims for reimbursement must include employee's name and employee's ID number to verify their purchase of Shoes For Crews.

Not responsible for any typographical errors. Terms of this policy is subject to change.

© 2023 Shoes For Crews
250 S. Australian Avenue, West Palm Beach, Florida 33401
For more information, please call toll free
1.877.NO.SLIPS (1.877.667.5477)
Visit us online at shoesforcrews.com/warranty
Slip & Fall Accident Report

Before me, the undersigned Notary appeared ______________________ who, after being duly sworn, states the following:

Name of Company: ____________________________________________
Location of Accident: ________________________________________
City: ___________________________ State: ___________ Zip Code: ______
Phone Number: ___________________________ Claimant ID Number: ______
Date of Injury: ___________ SPC style worn at time of accident: ___________ Invoice Number: ___________

Incident Description:

__________________________

At the time of the accident, was the claimant wearing Shoes For Crews™ purchased within six (6) months prior to the date of the accident through your Company’s Payroll Deduction Plan? ___ Yes ___ No

Please check one of the following as the cause of the accident:

☐ Claimant slipped on food particles or some other object that was left on the floor

☐ Claimant slipped on ice, dirt or other substance in the freezer or sub-zero environment

☐ Claimant slipped while wearing Shoes For Crews in his/her workplace and not because of option 1 or 2

The undersigned has personal knowledge of the information obtained herein. I hereby certify the above information to be true and correct with the full knowledge of the applicable law regarding sworn affidavits, certificates and the penalties and liabilities resulting from false statements and misrepresentations.

Manager’s Name: ______________________ Work Phone: ______________________
Manager’s Signature: ______________________ Title: ______________________
State: ______________________ County: ______________________

The foregoing instrument was acknowledged before me this __________ day of __________, 20__________, by ______________________, who is personally known to me or who has produced ______________________, as identification who did not take an oath.

Signature: ______________________ Print Name: ______________________
Notary Public State of ______________________ at large My commission expires ______________________

Office Use Only

Claim Number: ______________________ Approved ___ Denied ___

IMPORTANT: THIS FORM MUST BE NOTARIZED

250 S. Australian Avenue, West Palm Beach, Florida 33401 • For more information, please call toll free 1.877.NO.SLIPS (1.887.667.5477) • Visit us online at shoesforcrews.com/warranty

15 / 19 | Page
UCOP RISK MANAGEMENT – “SHOES FOR CREWS” PROGRAM

CLICK HERE TO RETURN TO TABLE OF CONTENTS

POSTER #1 - SHOES FOR CREWS – FOOD SERVICE AND CUSTODIAL CREWS

[FOR MEN AND WOMEN]

SEE YOUR MANAGER TO PLACE AN ORDER TODAY!
UCOP RISK MANAGEMENT – “SHOES FOR CREWS” PROGRAM

POSTER #2 - SHOES FOR CREWS – FOOD SERVICE AND CUSTODIAL CREWS
[FOR MEN AND WOMEN]

ORDER TODAY!
SEE YOUR MANAGER FOR PROGRAM DETAILS

SFC Avenger
- Patented SFC Mighty Grip™ sole
- Full metatarsal pad
- Steel shank
- Steel toe cap
- Die-cut EVA
- Steel shank
- Durable rubber outsole
- Padded heel<br>
Widths: 7-8, 9-10, 11-12, 13

Aurora
- Patented SFC Mighty Grip™ sole
- Steel toe cap
- Genuine leather
- Full metatarsal pad
- Steel shank
- Steel toe cap<br>
Widths: 7-8, 9-10, 11-12, 13

SFC Frogs® Pro
- Patented SFC Mighty Grip™ sole
- Durable rubber outsole<br>
Widths: 7-8, 9-10, 11-12, 13

Monaco
- Patented SFC Mighty Grip™ sole<br>
Widths: 7-8, 9-10, 11-12, 13

London
- Patented SFC Mighty Grip™ sole
- Steel toe cap<br>
Widths: 7-8, 9-10, 11-12, 13

Saratoga – Leather
- Patented SFC Mighty Grip™ sole<br>
Widths: 7-8, 9-10, 11-12, 13

Eastside
- Patented SFC Mighty Grip™ sole<br>
Widths: 7-8, 9-10, 11-12, 13

Old School Low-Rider
- Patented SFC Mighty Grip™ sole<br>
Widths: 7-8, 9-10, 11-12, 13

Candy
- Patented SFC Mighty Grip™ sole
- Steel toe cap<br>
Widths: 7-8, 9-10, 11-12, 13

Newport
- Patented SFC Mighty Grip™ sole
- Steel toe cap<br>
Widths: 7-8, 9-10, 11-12, 13

Chloe
- Patented SFC Mighty Grip™ sole
- Steel toe cap<br>
Widths: 7-8, 9-10, 11-12, 13

Various sizes and widths available for both men and women. See below for details.

SEE YOUR MANAGER TO PLACE AN ORDER TODAY!
UCOP RISK MANAGEMENT – “SHOES FOR CREWS” PROGRAM

POSTER #3 - SHOES FOR CREWS – HEALTH CARE WORK CREWS
[FOR MEN AND WOMEN]

ORDER TODAY!
SEE YOUR MANAGER FOR PROGRAM DETAILS

180 DAY WEAR & COMPARE GUARANTEE
FREE E-Z RETURNS

SEE YOUR MANAGER TO PLACE AN ORDER TODAY!
UCOP RISK MANAGEMENT – “SHOES FOR CREWS” PROGRAM

CLICK HERE TO RETURN TO TABLE OF CONTENTS

POSTER #4 - SHOES FOR CREWS – HEALTH CARE WORK CREWS
FOR MEN AND WOMEN

ORDER TODAY!
SEE YOUR MANAGER FOR PROGRAM DETAILS

SFC Avenger
- Patented SFC Mighty Grip™ outsole
- Full insoles with FlexTechnology™
- Non-slip rubber
- Tapered heel and toe for added comfort
- Aerodynamic design for support and durability
- Dual-density, cushioned insert
- Slip-resistant toe
- Non-marking outsole enhances breathability
- Enhanced heel counter for secure fit

Mens: #1806 Black, 1809 White
Women: #1806 Black, #1809 White

SFC Frogs-2® Pro
- Patented SFC Mighty Grip™ outsole
- ¾” cushioned rubber heel
- Non-slip resistant
- Sudden change, high-traction
- Non-slip resistant

Mens: #5039 Black, #5030 White
Women: #5039 Black, #5030 White

Aurora
- Patented SFC Mighty Grip™ outsole
- Water-resistant
- Sudden change, high-traction
- Non-slip resistant
- Non-slip resistant

Mens: #5039 Black, #5030 White
Women: #5039 Black, #5030 White

Monaco
- Patented SFC Mighty Grip™ outsole
- Sudden change, high-traction
- Non-slip resistant
- Non-slip resistant

Mens: #5039 Black, #5030 White
Women: #5039 Black, #5030 White

Saratoga
- Leather
- Water-resistant
- Sudden change, high-traction
- Non-slip resistant

Mens: #5039 Black, #5030 White
Women: #5039 Black, #5030 White

Eastside
- Patented SFC Mighty Grip™ outsole
- Non-slip resistant
- Sudden change, high-traction
- Non-slip resistant

Mens: #5039 Black, #5030 White
Women: #5039 Black, #5030 White

Barcelona
- Patented SFC Mighty Grip™ outsole
- Non-slip resistant
- Sudden change, high-traction
- Non-slip resistant

Mens: #5039 Black, #5030 White
Women: #5039 Black, #5030 White

Old School Low-Rider
- Water-resistant
- Genuine leather
- Non-slip resistant

Mens: #5039 Black, #5030 White
Women: #5039 Black, #5030 White

Newport
- Patented SFC Mighty Grip™ outsole
- Non-slip resistant
- Sudden change, high-traction
- Non-slip resistant

Mens: #5039 Black, #5030 White
Women: #5039 Black, #5030 White

Rome
- Patented SFC Mighty Grip™ outsole
- Non-slip resistant
- Sudden change, high-traction
- Non-slip resistant

Mens: #5039 Black, #5030 White
Women: #5039 Black, #5030 White

Chloe
- Patented SFC Mighty Grip™ outsole
- Non-slip resistant
- Sudden change, high-traction
- Non-slip resistant

Mens: #5039 Black, #5030 White
Women: #5039 Black, #5030 White

SEE YOUR MANAGER TO PLACE AN ORDER TODAY!