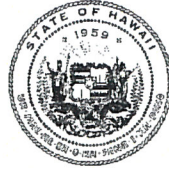


DAVID Y. IGE
GOVERNOR



SARAH ALLEN
ADMINISTRATOR

BONNIE KAHAKUI
ASSISTANT ADMINISTRATOR

STATE OF HAWAII
STATE PROCUREMENT OFFICE

P.O. Box 119
Honolulu, Hawaii 96810-0119
Tel: (808) 586-0554
email: state.procurement.office@hawaii.gov
<http://spo.hawaii.gov>
Twitter: @hawaiispo

July 11, 2019

TO: Executive Departments/Agencies
(Excludes HHSC and OHA)
Department of Education
University of Hawaii
Judiciary

FROM: For Sarah Allen, Administrator

A handwritten signature in cursive script, appearing to read "Bonnie Kahakui".

SUBJECT: **Change No. 5**
SPO Price List Contract No. 18-12
SAFETY WORK SHOES - Statewide
IFB-18-006-SW
Expires: August 14, 2019

The following change is made to the price list contract:

- The Work Shoe Hawaii 4B Men's Keen Detroit 8" Safety Toe Work Shoe is discontinued and replaced with Men's Battle Ops BOPS8002 Safety Toe Work Shoe.

The current price list contract incorporating Change No. 5 is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.

If you have any questions, please contact Lori Cervantes at (808) 587-3355 or lori.m.cervantes@hawaii.gov.

WHERE TO FIND:

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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Price List Contract No. 18-12
Includes Change No. 5
Effective: 7/11/2019

THIS SPO PRICE LIST CONTRACT IS FOR AUTHORIZED BUSINESS ONLY

SAFETY WORK SHOES- STATEWIDE

(IFB-18-006-SW)

August 15, 2018 to August 14, 2019

PARTICIPATING JURISDICTIONS listed below have signed a cooperative agreement and/or a memorandum of agreement with the SPO and are authorized to utilize this price list contract.

Executive Departments/Agencies
(Excludes HHSC and OHA)
Department of Education
University of Hawaii
Judiciary

The participating jurisdictions are not required but may purchase from this price list contract, and requests for exception from the contract are not required. Participating jurisdictions are allowed to purchase from other contractors, however, HRS chapter 103D and the procurement rules apply to purchases using the applicable procurement method and its procedures, such as small purchases or competitive sealed bidding. The decision to use this contract or to solicit pricing from other sources will be at the discretion of the participating jurisdiction.

POINTS OF CONTACT.

Executive Departments/Agencies (Excludes HHSC and OHA): Questions regarding safety work shoes shall be directed to Lily Chu, DHRD/Safety Office at (808) 587-1066 or lily.b.chu@hawaii.gov.

Department of Education: Questions regarding safety work shoes shall be directed to Mark Behrens at (808) 784-5170 or mark_behrens@notes.k12.hi.us.

University of Hawaii: Questions regarding safety work shoes shall be directed to Sarah Hirakami at (808) 956-8470 or srh27@hawaii.edu.

Judiciary: Questions regarding safety work shoes shall be directed to Leighton Oshiro at (808) 539-4797 or leighton.s.oshiro@courts.hawaii.gov.

Procurement questions or concerns may be directed as follows:

Jurisdiction	Name	Telephone	Fax	E-mail
Executive	Lori Cervantes	587-3355	586-0570	lori.m.cervantes@hawaii.gov
Department Of Education	Procurement Staff	675-0130	675-0133	doeprocure@notes.k12.hi.us
Univeristy of Hawaii	Karlee Hisashima	956-8687	956-2093	karlee@hawaii.edu
Judiciary	Tritia Cruz	538-5805	538-5802	tritia.l.cruz@courts.hawaii.gov

CONTRACTOR INFORMATION

Contractor:	RED WING SHOE STORE	
Contact Information:	Name:	Eleanor Sholtis, Store Manager
	E-mail:	redwinghawaii@gmail.com
Vendor Code:	346274-00	
Locations:	Red Wing Shoe Store 98-1277 Kaahumanu Street #131 Aiea, HI 96701	Red Wing Shoe Store 1130 N. Nimitz Highway, Suite A-122 Honolulu, HI 96817
	Phone:	(808) 486-3292
Fax:	(808) 486-2487	(808) 533-3292
Remittance Address: (Both Locations)	Red Wing Shoe Company, Inc. PO Box 844329 Dallas, TX 75284-4329	
Pricing:	Men-Women Shoe Price Red Wing Kauai Men-Women Shoe Price Red Wing Hilo-Kona Men-Women Shoe Price Red Wing Maui Men-Women Shoe Price Red Wing Oahu	

Contractor:	WORK SHOE HAWAII	
Contact Information:	Name:	David Lee, Owner
	Phone:	(808) 945-9675
	E-mail:	workshoehi@gmail.com
Vendor Code:	331941-00	
Location:	Work Shoe Hawaii Inc. 401 Waiakamilo Rd., Suite 102 Honolulu, HI 96817	
Remittance Address:	Work Shoe Hawaii Inc. 401 Waiakamilo Rd., Suite 102 Honolulu, HI 96817	
Pricing:	Men-Women Shoe Price Work Shoe Hawaii Oahu	

Contractor:	SPORTS LINE	
Contact Information:	Primary:	Norbert Correa
	Secondary:	Stanley Costales Jr.
	Phone:	(808) 969-3633
	Fax:	(808) 935-2174
	E-mail:	info@sportslinehawaii.com
Vendor Code:	250248-00	
Location & Remittance Address:	Sports Line 417 Kalanikoa St. Hilo, HI 96720	
Pricing:	Men Shoe Price SportsLine Kona-Hilo Women Shoe Price SportsLine Kona-Hilo	

FITTING AND DELIVERY.

If the Contractor's store is located on the same island as the ordering agency (Applies to Red Wing Shoe Store, Workshoe Hawaii, and SportsLine):

- The ordering agency is responsible to pick up the safety shoe at the Contractor's store located on the same island. It shall be the responsibility of the Contractor to ensure that all fittings are proper and satisfactory to the employee(s) using the protective footwear.
- Will call orders shall be ready for pickup within three (3) business days.
- If the safety shoe is not available, the Contractor shall backorder and have the safety shoe available for pick up by the ordering agency at the Contractor's store location within thirty (30) calendar days or the Contractor may offer an alternate safety shoe (approved by the employee's Departmental Human Resource Officer or authorized representative) at the same contract price.

If the Contractor's store is not located on the same island as the ordering agency (Applies to Red Wing Shoe Store):

- The Contractor is responsible to deliver the safety shoe within twelve (12) business days to the ordering agency work location. Prior to shipping the safety shoe, the Contractor shall notify the ordering agency of the delivery instructions. It shall be the responsibility of the Contractor to ensure that all fittings are proper and satisfactory to the employee(s) using the protective footwear.
- If the safety shoe is not available, the Contractor shall backorder and deliver the safety shoe to the ordering agency within thirty (30) calendar days or the Contractor may offer an alternate safety work shoe (approved by the employee's Departmental Human Resource Officer or authorized representative) at the same contract price.

The contractor is responsible to replace the safety shoe, if the safety shoe is damaged, defective, or spoiled upon receipt by the ordering agency.

The Contractor shall honor all safety shoe orders prior to the end of the contract term.

SUBSTITUTES. In the event that a contract item is discontinued by the manufacturer, Contractor shall submit to the Contract Administrator within twenty (20) business days of receiving notification of discontinuation a written offer of substitution. Substitutes shall have all or more features of the outgoing product at the same price or lower price.

VENDOR CODES for annotation on purchase orders are obtainable from the *Alphabetical Vendor Edit Table* available at your department's fiscal office. Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order.

COMPLIANCE PURSUANT TO HRS §103D-310(c). Prior to awarding this contract, the SPO verified compliance of the Contractor(s) named in the SPO Price List Contract No. 18-12. *No further compliance verification is required prior to issuing a contract, purchase order, or pCard payment when utilizing this contract.*

GENERAL EXCISE TAX: The Contractor may assess the General Excise Tax (GET) as a separate line item on the invoice for sales on the island of:

Oahu and Kauai: Not to exceed 4.712%
Hawaii: Not to exceed 4.438%
Maui, Molokai, and Lanai: Not to Exceed 4.166%

PURCHASING CARD (pCard). The State of Hawaii Purchasing Card (pCard) is required to be used by the Executive departments/agencies, excluding DOE, OHA, HHSC and UH, for orders totaling less than \$2,500. For purchases \$2,500 or more, agencies may use the pCard, subject to its credit limit, or issue a purchase order.

PURCHASE ORDERS may be issued for purchases \$2,500 or more; and for vendors who either do not accept the pCard, set minimum order requirements before accepting the pCard for payment, or charge its customers a transaction fee for the usage.

SPO PL Contract No. 18-12 shall be typed on purchase orders issued against this price list contract. For pCard purchases, the SPO PL Contract No. 18-12 shall be notated on the appropriate transaction document.

PAYMENTS are to be made to the remittance address of the Contractor(s). HRS §103-10, HRS, provides that the State shall have thirty (30) calendar days after receipt of invoice or satisfactory completion of the contract to make payment.

VENDOR AND PRODUCT EVALUATION. Form SPO-012, Evaluation: Vendor or Product, for the purpose of addressing concerns on this price list contract, is available to agencies at the SPO website: <http://spo.hawaii.gov>. Click on *Forms* on the home page.

PRICE OR VENDOR LIST CONTRACT AVAILABLE ON THE INTERNET at the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.

STATE OF HAWAII EXECUTIVE BRANCH
(Excludes DOE, HHSC, OHA, and UH)
SAFETY SHOES PURCHASE GUIDELINES AND INSTRUCTIONS
FOR PRICE LIST CONTRACT NO. 18-12:

GENERAL GUIDELINE INFORMATION:

This price list is to provide employees with safety toe shoes as identified by the employers' hazard assessment for foot protection. Approved safety toe shoes will be furnished to employees who are required to wear safety toe shoes thereby eliminating or reducing the severity of workplace foot injuries in accordance with Federal, State, or Local safety laws, rules, and regulations.

General requirements: The employer must assess the workplace to determine if hazards are present or are likely to be present which necessitate the use of personal protective equipment (PPE). As applicable, the employer selects and requires the employee to use, the type of PPE that protects against the identified hazards. The hazard assessment for foot protection must be certified utilizing [Attachment A, Hazard Assessment Certification for Foot Protection](#).

Foot and leg protection: Foot and leg protection includes protection from falling or rolling objects, sharp objects, molten metal, hot surfaces, and wet slippery surfaces. (Aluminum alloy, fiberglass, or galvanized steel foot guards can be worn over usual work shoes.) Metal insole puncture protection, metatarsal shoes, electrical protection are other protective requirements. Leggings protect the lower leg and feet from molten metal or welding sparks.

Shoe manufacturing standards: The criteria for protective footwear must comply with any of the following consensus standards: ASTM F2412-2005, "Standard Test Methods for Foot Protection", and ASTM F2413-2005, "Standard Specification for Performance Requirements for Protective Footwear", ANSI Z41-1999, "American National Standard for Personal Protection-Protective Footwear", or ANSI Z41-1991, "American National Standard for Personal Protection-Protective Footwear," as referenced in 29 CFR 1910.136(b).

RESPONSIBILITIES:

Department of Accounting and General Services' State Procurement Office (SPO): SPO oversees the application of the program with respect to purchasing rules and disavows payment of purchases not complying with the contract award terms of this price list contract.

Departments and Agencies of the Executive Branch: All departments and agencies of the Executive Branch ("Departments") that provide foot protection shall comply with hazard assessment, purchasing, and training requirements of the program. Departments are also tasked to provide applicable reports and data as may be required to provide a base for improving the program and for determining fiscal guidelines for continuous program improvement for state purchases of protective footwear. Department work unit responsibilities include:

Manager: The manager determines the appropriateness of foot protection through hazard assessments, informs the employee of foot hazards on the job and the requirement to wear foot protection, instructs employees on how safety shoes are obtained under the program, checks purchases to ensure that the shoes meet specifications (authorization), and trains employees on OSH PPE and program requirements.

Employee: The employee shall wear foot protection when the employer determines foot protection is required and provides for the purchase of such protection. The employee selects foot protection of the proper type (as indicated on the [Safety Footwear Purchase Authorization form – Attachment B](#)) and fits as listed on the price list. The employee is responsible for informing the manager when his/her safety shoes are worn, defective or damaged, and require replacement.

Department Human Resources Officer or designee: When an employee has a medically certified condition requiring a deviation from the price list, the Department Human Resources Officer (“HRO”) or their designee shall provide the employee with a [Physician’s Certification Form \(Attachment C\)](#) for safety toe shoes. The employee’s physician must specify the reason for the deviation from the safety shoe price list contract and provide details of what shoe features the employee would need to obtain the required foot protection (e.g. overshoes, metatarsal guards, safety toe shoes with wider toe box, padded toe collar, etc.).

Department of Human Resources Development (DHRD): DHRD coordinates the statewide implementation of the program for Departments, initiates changes as appropriate, and coordinates program provisions with applicable employee organizations. DHRD will also coordinate with SPO to address questions from contract vendors and provide training to Department managers, supervisors, and staff personnel on program requirements, implementation, purchasing procedures, and employee training requirements.

Contract Vendors: Safety shoes can only be purchased from vendors listed on the price list contract. Contract vendors must:

1. Assist Department employees in obtaining the proper type of shoes.
2. Ensure that the shoes the Department employee selects fit properly.
3. Contact the employer when an employee with medical or physical anomalies is unable to obtain the required foot protection from the price list contract.

REQUIREMENTS:

1. When a requirement for foot protection is determined, proper foot protection shall be provided by the employer and shall be worn by the employee.
2. Safety footwear shall be replaced or repaired by the employer if it is damaged while being worn and in the performance of the employee’s work in accordance with the employee’s respective applicable bargaining unit contract provisions, and if there is no such provision in the contract, then the employer shall determine when appropriate.
3. Safety footwear shall be replaced at the expense of the employee if it is lost, stolen, or damaged while not being worn or not in the performance of state work (see applicable

collective bargaining provisions).

4. When an employee transfers, terminates or retires, the employee shall return to the employer, any special outer attachments that may have been issued, such as spats, instep guards, etc.
5. Employees shall give reasonable notice to their employer when requesting a replacement safety footwear to allow for purchasing, delivery, or pick up.
6. Replaced safety-toe footwear shall become the property of the employee and shall not be worn at work provided that the employer shall have the option to place on it a distinctive mark.
7. An employee may upgrade or deviate from standard safety footwear (with a safety shoe that meets or exceeds the standard safety footwear specifications) with the written approval of the employee's division head, safety officer, or designee, and the employee shall be responsible for the price difference between the standard shoe and the upgraded shoe. The employee is responsible to pay for the entire cost of the upgraded or deviated safety footwear and seek reimbursement of the authorized portion. (See Parts 2 and 3 of the [Safety Footwear Purchase Authorization Form-Attachment B](#)).
8. An upgrade or deviation from the standard safety footwear that is medically necessitated must be certified by the employee's physician. The executed [Physician's Certification Form \(Attachment C\)](#) shall contain information justifying the upgrade or deviation and be submitted for review and approval by the employer's human resources officer or designee. Upon approval of medically necessitated deviations, the cost of the upgrade or deviation shall be borne by the employer (see Part 4 of the [Safety Footwear Purchase Authorization Form-Attachment B](#)).

NOTE:

- a. Medical waivers for safety footwear are not acceptable except for temporary conditions as certified by the employee's physician.
- b. Medical information is confidential and shall be transmitted on a need to know basis only. Medical information shall be maintained in a separate confidential file.

STATE OF HAWAII EXECUTIVE BRANCH
(Excludes DOE, HHSC, OHA, and UH)

INSTRUCTIONS TO PURCHASE SAFETY TOE SHOES

The requirement to provide safety footwear is an ongoing process of evaluating and identifying workplace hazards and the means to eliminate or mitigate them to prevent or reduce the severity of injuries. The evaluation becomes more critical as functions change, technology enhancements invoke different work requirements or procedures, or there is an increase in the occurrence of foot injuries. A hazard assessment is mandated under OSHA standards.

HAZARD ASSESSMENT:

The assessment must include the tasks and hazards relating to the task to ensure that the correct type of foot protection is provided. Hazard assessments should be an on-going process to eliminate or mitigate identified hazards in the workplace. The foot protection purchasing guidelines (i.e. hazard assessment requirement, purchasing authorization, vendor selection, etc.) commences when the need for foot protection becomes apparent such as replacing worn foot protection, new machines or process, changes in the workplace or assignment that require a specific type of foot protection.

To comply with OSHA standards, a written certification of hazard assessment must be completed whenever personnel protective equipment is provided. The certification of hazard assessment must contain at a minimum:

1. Location of the workplace evaluated
2. Details of the hazards assessed
3. The person certifying the assessment
4. Dates of hazard assessment

For Departments and Agencies of the Executive Branch, a copy of the completed certification of hazard assessment must be provided to your Departmental Human Resources Officer and the DHRD Safety Office upon completion. The certification is not required to be performed by an independent third party or consultant unless there is a dispute on the type of foot protection the employer selects. The person or persons making the hazard assessment must be knowledgeable and competent to perform the task. The [Hazard Assessment Certification for Foot Protection form and instructions on how to complete the form are attached as Attachment A](#). After the hazard assessment is completed, the supervisor/manager completes the [Safety Footwear Purchase Authorization form \(Attachment B\)](#).

AUTHORIZATION TO PURCHASE:

After completion of the [Hazard Assessment Certification for Foot Protection form \(Attachment A\)](#), the following is the process to complete the authorization to purchase:

1. The manager or supervisor completing the hazard assessment transfers the appropriate data from the [Hazard Assessment Certification For Foot Protection form \(Attachment A\)](#) to the [Safety Footwear Purchase Authorization form \(Attachment B\)](#) by completing:

- a. Part 1 – Identifying information for employee purchasing safety toe shoes.
 - b. Part 2 – Identifying the type of foot protection required of the position (refer to web link: www.safetyshoes.hawaii.gov for shoe vendors and styles).
 - i. If more than one shoe style meets the hazard assessment requirements list shoe options 1, 2, 3, or more if applicable.
 - c. Routes Safety Footwear Purchase Authorization Form for completion of Part 5.
 - d. Gives the employee a copy of the completed Safety Footwear Purchase Authorization form and instructs the employee to go to the vendor to purchase shoes identified in Part 2 of the form.
2. If the employee elects to deviate from the price list, the employee must complete Part 3 of the form.
- a. Employee must purchase the upgraded or deviated shoes from the vendor identified in Part 2 of the form.
 - b. Employee shall be responsible for the entire cost of the upgraded or deviated shoes.
 - c. Employee shall request reimbursement of the authorized price list shoe amount.
3. If an employee has a medically certified condition, the manager or supervisor shall complete Part 1 and Part 2 of the Safety Footwear Purchase Authorization Form and give the employee a copy to take to their Human Resources Officer or designee to obtain a [Physician's Certification Form for Safety Toe Shoes \(Attachment C\)](#).
- a. The employee submits completed Physician's Certification Form to their Human Resources Officer "HRO" or designee.
 - b. HRO or designee reviews the Physician's Certification Form. If a request for deviation from the safety toe shoe price list is approved, HRO shall complete Part 4 of the Safety Footwear Purchase Authorization form, route to appropriate offices for completion of Part 5 and directs an employee to purchase identified personal protective footwear.
 - c. If a request for deviation from the safety toe shoe price list is denied, HRO or designee provides instructions to the employee.
4. All employers are encouraged to utilize the P-card to purchase safety shoes.

STATE OF HAWAII – DEPARTMENT OF EDUCATION SAFETY SHOES PURCHASE GUIDELINES AND INSTRUCTIONS FOR PRICE LIST CONTRACT NO. 18-12:

GENERAL GUIDELINE INFORMATION:

This price list is to provide employees with safety toe shoes as identified by the employers' hazard assessment for foot protection. Approved safety toe shoes will be furnished to employees who are required to wear safety toe shoes thereby eliminating or reducing the severity of workplace foot injuries in accordance with Federal, State, or Local safety laws, rules, and regulations.

General requirements: The employer must assess the workplace to determine if hazards are present or are likely to be present which necessitate the use of personal protective equipment (PPE). As applicable, the employer selects and requires the employee to use, the type of PPE that protects against the identified hazards. The hazard assessment for foot protection must be certified utilizing [Attachment A, Hazard Assessment Certification for Foot Protection](#).

Foot and leg protection: Foot and leg protection includes protection from falling or rolling objects, sharp objects, molten metal, hot surfaces, and wet slippery surfaces. (Aluminum alloy, fiberglass, or galvanized steel foot guards can be worn over usual work shoes.) Metal insole puncture protection, metatarsal shoes, electrical protection are other protective requirements. Leggings protect the lower leg and feet from molten metal or welding sparks.

Shoe manufacturing standards: The criteria for protective footwear must comply with any of the following consensus standards: ASTM F2412-2005, "Standard Test Methods for Foot Protection", and ASTM F2413-2005, "Standard Specification for Performance Requirements for Protective Footwear", ANSI Z41-1999, "American National Standard for Personal Protection-Protective Footwear", or ANSI Z41-1991, "American National Standard for Personal Protection-Protective Footwear," as referenced in 29 CFR 1910.136(b).

RESPONSIBILITIES:

Department of Accounting and General Services' State Procurement Office (SPO): SPO oversees the application of the program with respect to purchasing rules and disavows payment of purchases not complying with the contract award terms of this price list contract.

All schools and State Offices: shall comply with hazard assessment, purchasing, and training requirements of the program. Departments are also tasked to provide applicable reports and data as may be required to provide a base for improving the program and for determining fiscal guidelines for continuous program improvement for state purchases of protective footwear. Department work unit responsibilities include:

Manager: The manager determines the appropriateness of foot protection through hazard assessments, informs the employee of foot hazards on the job and the requirement to wear foot protection, instructs employees on how safety shoes are obtained under the program, checks purchases to ensure that the shoes meet

specifications (authorization), and trains employees on OSH PPE and program requirements.

Employee: The employee shall wear foot protection when the employer determines foot protection is required and provides for the purchase of such protection. The employee selects foot protection of the proper type (as indicated on the [Safety Footwear Purchase Authorization form – Attachment B](#)) and fits as listed on the price list. The employee is responsible for informing the manager when his/her safety shoes are worn, defective or damaged, and require replacement.

Office of Talent Management or designee: When an employee has a medically certified condition requiring a deviation from the price list, the Department Human Resources Officer (“HRO”) or their designee shall provide the employee with a [Physician's Certification Form \(Attachment C\)](#) for safety toe shoes. The employee’s physician must specify the reason for the deviation from the safety shoe price list contract and provide details of what shoe features the employee would need to obtain the required foot protection (e.g. overshoes, metatarsal guards, safety toe shoes with wider toe box, padded toe collar, etc.).

Department of Human Resources Development (DHRD): DHRD coordinates the statewide implementation of the program for Departments, initiates change as appropriate, and coordinates program provisions with applicable employee organizations. DHRD will also coordinate with SPO to address questions from contract vendors and provide training to Department managers, supervisors, and staff personnel on program requirements, implementation, purchasing procedures, and employee training requirements.

Contract Vendors: Safety shoes can only be purchased from vendors listed on the price list contract. Contract vendors must:

1. Assist Department employees in obtaining the proper type of shoes.
2. Ensure that the shoes the Department employee selects fit properly.
3. Contact the employer when an employee with medical or physical anomalies is unable to obtain the required foot protection from the price list contract.

REQUIREMENTS:

1. When a requirement for foot protection is determined, proper foot protection shall be provided by the employer and shall be worn by the employee.
2. Safety footwear shall be replaced or repaired by the employer if it is damaged while being worn and in the performance of the employee's work in accordance with the employee's respective applicable bargaining unit contract provisions, and if there is no such provision in the contract, then the employer shall determine when appropriate.
3. Safety footwear shall be replaced at the expense of the employee if it is lost, stolen, or damaged while not being worn or not in the performance of state work (see applicable collective bargaining provisions).

4. When an employee transfers, terminates or retires, the employee shall return to the employer, any special outer attachments that may have been issued, such as spats, instep guards, etc.
5. Employees shall give reasonable notice to their employer when requesting a replacement safety footwear to allow for purchasing, delivery, or pick up.
6. Replaced safety-toe footwear shall become the property of the employee and shall not be worn at work provided that the employer shall have the option to place on it a distinctive mark.
7. An employee may upgrade or deviate from standard safety footwear (with a safety shoe that meets or exceeds the standard safety footwear specifications), and the employee shall be responsible for the price difference between the standard shoe and the upgraded shoe. The employee is responsible to pay for the entire cost of the upgraded or deviated safety footwear and seek reimbursement of the authorized portion. (See Parts 2 and 3 of the [Safety Footwear Purchase Authorization Form-Attachment B](#)).
8. An upgrade or deviation from the standard safety footwear that is medically necessitated must be certified by the employee's physician. The executed [Physician's Certification Form \(Attachment C\)](#) shall contain information justifying the upgrade or deviation and be submitted for review and approval after consulting with the Civil Rights and Compliance Office. Upon approval of medically necessitated deviations, the cost of the upgrade or deviation shall be borne by the employer (see Part 4 of the [Safety Footwear Purchase Authorization Form-Attachment B](#)).

NOTE:

- a. Medical waivers for safety footwear are not acceptable except for temporary conditions as certified by the employee's physician.
- b. Medical information is confidential and shall be transmitted on a need to know basis only. Medical information shall be maintained in a separate confidential file.

STATE OF HAWAII – DEPARTMENT OF EDUCATION INSTRUCTIONS TO PURCHASE SAFETY TOE SHOES

The requirement to provide safety footwear is an ongoing process of evaluating and identifying workplace hazards and the means to eliminate or mitigate them to prevent or reduce the severity of injuries. The evaluation becomes more critical as functions change, technology enhancements invoke different work requirements or procedures, or there is an increase in the occurrence of foot injuries. A hazard assessment is mandated under OSHA standards.

HAZARD ASSESSMENT:

The assessment must include the tasks and hazards relating to the task to ensure that the correct type of foot protection is provided. Hazard assessments should be an on-going process to eliminate or mitigate identified hazards in the workplace. The foot protection purchasing guidelines (i.e. hazard assessment requirement, purchasing authorization, vendor selection, etc.) commences when the need for foot protection becomes apparent such as replacing worn foot protection, new machines or process, changes in the workplace or assignment that require a specific type of foot protection.

To comply with OSHA standards, a written certification of hazard assessment must be completed whenever personnel protective equipment is provided. The certification of hazard assessment must contain at a minimum:

1. Location of the workplace evaluated
2. Details of the hazards assessed
3. The person certifying the assessment
4. Dates of hazard assessment

For Departments and Agencies of the Executive Branch, a copy of the completed certification of hazard assessment must be provided to the DHRD Safety Office upon completion. The certification is not required to be performed by an independent third party or consultant unless there is a dispute on the type of foot protection the employer selects. The person or persons making the hazard assessment must be knowledgeable and competent to perform the task. The [Hazard Assessment Certification for Foot Protection form and instructions on how to complete the form are attached as Attachment A](#). After the hazard assessment is completed, the supervisor/manager completes the [Safety Footwear Purchase Authorization form \(Attachment B\)](#).

AUTHORIZATION TO PURCHASE:

After completion of the [Hazard Assessment Certification for Foot Protection form \(Attachment A\)](#), the following is the process to complete the authorization to purchase:

1. The manager or supervisor completing the hazard assessment transfers the appropriate data from the [Hazard Assessment Certification for Foot Protection form \(Attachment A\)](#) to the [Safety Footwear Purchase Authorization form \(Attachment B\)](#) by completing:
 - a. Part 1 – Identifying information for employee purchasing safety toe shoes.

- b. Part 2 – Identifying the type of foot protection required of the position (refer to web link: www.safetyshoes.hawaii.gov for shoe vendors and styles).
 - i. If more than one shoe style meets the hazard assessment requirements list shoe options 1, 2, 3, or more if applicable.
 - c. Routes Safety Footwear Purchase Authorization Form for completion of Part 5.
 - d. Gives the employee a copy of the completed Safety Footwear Purchase Authorization form and instructs the employee to go to the vendor to purchase shoes identified in Part 2 of the form.
2. If the employee elects to deviate from the price list, the employee must complete Part 3 of the form.
 - a. Employee must purchase the upgraded or deviated shoes from the vendor identified in Part 2 of the form.
 - b. Employee shall be responsible for the entire cost of the upgraded or deviated shoes.
 - c. Employee shall request reimbursement of the authorized price list shoe amount.
3. If an employee has a medically certified condition, the manager or supervisor shall complete Part 1 and Part 2 of the Safety Footwear Purchase Authorization Form and give the employee a copy to take to their Human Resources Officer to obtain a [Physician's Certification Form for Safety Toe Shoes \(Attachment C\)](#).
 - a. The employee submits completed Physician's Certification Form to their Human Resources Officer "HRO" or designee.
 - b. HRO or designee reviews the Physician's Certification Form. If a request for deviation from the safety toe shoe price list is approved, HRO shall complete Part 4 of the Safety Footwear Purchase Authorization form, route to appropriate offices for completion of Part 5 and directs an employee to purchase identified personal protective footwear.
 - c. If a request for deviation from the safety toe shoe price list is denied, HRO or designee provides instructions to the employee.
4. All employers are encouraged to utilize the P-card to purchase safety shoes.

STATE OF HAWAII – UNIVERSITY OF HAWAII SAFETY SHOES PURCHASE GUIDELINES AND INSTRUCTIONS FOR PRICE LIST CONTRACT NO. 18-12:

GENERAL GUIDELINE INFORMATION:

This price list is to provide employees with safety toe shoes as identified by the employers' hazard assessment for foot protection. Approved safety toe shoes will be furnished to employees who are required to wear safety toe shoes thereby eliminating or reducing the severity of workplace foot injuries in accordance with Federal, State, or Local safety laws, rules, and regulations.

General requirements: The employer must assess the workplace to determine if hazards are present or are likely to be present which necessitate the use of personal protective equipment (PPE). As applicable, the employer selects and requires the employee to use, the type of PPE that protects against the identified hazards. The hazard assessment for foot protection must be certified utilizing [Attachment A, Hazard Assessment Certification for Foot Protection](#).

Foot and leg protection: Foot and leg protection includes protection from falling or rolling objects, sharp objects, molten metal, hot surfaces, and wet slippery surfaces. (Aluminum alloy, fiberglass, or galvanized steel foot guards can be worn over usual work shoes.) Metal insole puncture protection, metatarsal shoes, electrical protection are other protective requirements. Leggings protect the lower leg and feet from molten metal or welding sparks.

Shoe manufacturing standards: The criteria for protective footwear must comply with any of the following consensus standards: ASTM F2412-2005, "Standard Test Methods for Foot Protection", and ASTM F2413-2005, "Standard Specification for Performance Requirements for Protective Footwear", ANSI Z41-1999, "American National Standard for Personal Protection-Protective Footwear", or ANSI Z41-1991, "American National Standard for Personal Protection-Protective Footwear," as referenced in 29 CFR 1910.136(b).

RESPONSIBILITIES:

Department of Accounting and General Services' State Procurement Office (SPO): SPO oversees the application of the program with respect to purchasing rules and disavows payment of purchases not complying with the contract award terms of this price list contract.

University of Hawaii System or Campuses: All *University of Hawaii ("UH") System or Campus offices, colleges, or departments* that provide foot protection shall comply with hazard assessment, purchasing, and training requirements of the program. System or Campus Human Resources Offices are also tasked to provide applicable reports and data as may be required to provide a base for improving the program and for determining fiscal guidelines for continuous program improvement for state purchases of protective footwear. Department work unit responsibilities include:

Manager or Supervisor: The manager or supervisor determines the appropriateness of foot protection through hazard assessments, informs the employee of foot hazards on the job and the requirement to wear foot protection, instructs employees on how safety shoes are obtained under the program, checks purchases to ensure that the shoes meet specifications (authorization), and trains employees on OSH PPE and program requirements.

Employee: The employee shall wear foot protection when the employer determines foot protection is required and provides for the purchase of such protection. The employee selects foot protection of the proper type (as indicated on the [Safety Footwear Purchase Authorization form – Attachment B](#)) and fits as listed on the price list. The employee is responsible for informing the manager when his/her safety shoes are worn, defective or damaged, and require replacement.

System or Campus Human Resources Officer or designee: When an employee has a medically certified condition requiring a deviation from the price list, the System or Campus Human Resources Officer (“HRO”) or their designee shall provide the employee with a [Physician’s Certification Form \(Attachment C\)](#) for safety toe shoes. The employee’s physician must specify the reason for the deviation from the safety shoe price list contract and provide details of what shoe features the employee would need to obtain the required foot protection (e.g. overshoes, metatarsal guards, safety toe shoes with wider toe box, padded toe collar, etc.).

System or Campus Human Resources Office (OHR): OHR coordinates the statewide implementation of the program for Departments, initiates change as appropriate, and coordinates program provisions with applicable employee organizations. OHR will also coordinate with SPO to address questions from contract vendors and provide training to UH managers, supervisors, and staff personnel on program requirements, implementation, purchasing procedures, and employee training requirements.

Contract Vendors: Safety shoes can only be purchased from vendors listed on the price list contract. Contract vendors must:

1. Assist UH employees in obtaining the proper type of shoes.
2. Ensure that the shoes the UH employee selects fit properly.
3. Contact the employer when an employee with medical or physical anomalies is unable to obtain the required foot protection from the price list contract.

REQUIREMENTS:

1. When a requirement for foot protection is determined, proper foot protection shall be provided by the employer and shall be worn by the employee.
2. Safety footwear shall be replaced or repaired by the employer if it is damaged while being worn and in the performance of the employee’s work in accordance with the employee’s respective applicable bargaining unit contract provisions, and if there is no such provision in the contract, then the employer shall determine when appropriate.
3. Safety footwear shall be replaced at the expense of the employee if it is lost, stolen, or damaged while not being worn or not in the performance of state work (see applicable

collective bargaining provisions).

4. When an employee transfers, terminates or retires, the employee shall return to the employer, any special outer attachments that may have been issued, such as spats, instep guards, etc.
5. Employees shall give reasonable notice to their employer when requesting a replacement safety footwear to allow for purchasing, delivery, or pick up.
6. Replaced safety-toe footwear shall become the property of the employee and shall not be worn at work provided that the employer shall have the option to place on it a distinctive mark.
7. An employee may upgrade or deviate from standard safety footwear (with a safety shoe that meets or exceeds the standard safety footwear specifications), and the employee shall be responsible for the price difference between the standard shoe and the upgraded shoe. The employee is responsible to pay for the entire cost of the upgraded or deviated safety footwear and seek reimbursement of the authorized portion. (See Parts 2 and 3 of the [Safety Footwear Purchase Authorization Form-Attachment B](#)).
8. An upgrade or deviation from the standard safety footwear that is medically necessitated must be certified by the employee's physician. The executed [Physician's Certification Form \(Attachment C\)](#) shall contain information justifying the upgrade or deviation and be submitted for review and approval after consulting with the Civil Rights and Compliance Office. Upon approval of medically necessitated deviations, the cost of the upgrade or deviation shall be borne by the employer (see Part 4 of the [Safety Footwear Purchase Authorization Form-Attachment B](#)).

NOTE:

- a. Medical waivers for safety footwear are not acceptable except for temporary conditions as certified by the employee's physician.
- b. Medical information is confidential and shall be transmitted on a need to know basis only. Medical information shall be maintained in a separate confidential file.

STATE OF HAWAII – UNIVERSITY OF HAWAII INSTRUCTIONS TO PURCHASE SAFETY TOE SHOES

The requirement to provide safety footwear is an ongoing process of evaluating and identifying workplace hazards and the means to eliminate or mitigate them to prevent or reduce the severity of injuries. The evaluation becomes more critical as functions change, technology enhancements invoke different work requirements or procedures, or there is an increase in the occurrence of foot injuries. A hazard assessment is mandated under OSHA standards.

HAZARD ASSESSMENT:

The assessment must include the tasks and hazards relating to the task to ensure that the correct type of foot protection is provided. Hazard assessments should be an on-going process to eliminate or mitigate identified hazards in the workplace. The foot protection purchasing guidelines (i.e. hazard assessment requirement, purchasing authorization, vendor selection, etc.) commences when the need for foot protection becomes apparent such as replacing worn foot protection, new machines or process, changes in the workplace or assignment that require a specific type of foot protection.

To comply with OSHA standards, a written certification of hazard assessment must be completed whenever personnel protective equipment is provided. The certification of hazard assessment must contain at a minimum:

1. Location of the workplace evaluated
2. Details of the hazards assessed
3. The person certifying the assessment
4. Dates of hazard assessment

For the University of Hawaii System and Campuses, a copy of the completed certification of hazard assessment must be provided to the DHRD Safety Office upon completion. The certification is not required to be performed by an independent third party or consultant unless there is a dispute on the type of foot protection the employer selects. The person or persons making the hazard assessment must be knowledgeable and competent to perform the task. The Hazard Assessment Certification for Foot Protection form and instructions on how to complete the form are attached as Attachment A. After the hazard assessment is completed, the supervisor/manager completes the Safety Footwear Purchase Authorization form (Attachment B).

AUTHORIZATION TO PURCHASE:

After completion of the [Hazard Assessment Certification for Foot Protection form \(Attachment A\)](#), the following is the process to complete the authorization to purchase:

1. The manager or supervisor completing the hazard assessment transfers the appropriate data from the [Hazard Assessment Certification for Foot Protection form \(Attachment A\)](#) to the [Safety Footwear Purchase Authorization form \(Attachment B\)](#) by completing:
 - a. Part 1 – Identifying information for employee purchasing safety toe shoes.

- b. Part 2 – Identifying the type of foot protection required of the position (refer to web link: www.safetyshoes.hawaii.gov for shoe vendors and styles).
 - i. If more than one shoe style meets the hazard assessment requirements list shoe options 1, 2, 3, or more if applicable.
 - c. Routes Safety Footwear Purchase Authorization Form for completion of Part 5.
 - d. Gives the employee a copy of the completed Safety Footwear Purchase Authorization form and instructs the employee to go to the vendor to purchase shoes identified in Part 2 of the form.
2. If the employee elects to deviate from the price list, the employee must complete Part 3 of the form.
 - a. Employee must purchase the upgraded or deviated shoes from the vendor identified in Part 2 of the form.
 - b. Employee shall be responsible for the entire cost of the upgraded or deviated shoes.
 - c. Employee shall request reimbursement of the authorized price list shoe amount.
3. If an employee has a medically certified condition, the manager or supervisor shall complete Part 1 and Part 2 of the Safety Footwear Purchase Authorization Form and give employee a copy to take to their Human Resources Officer to obtain a [Physician's Certification Form for Safety Toe Shoes \(Attachment C\)](#).
 - a. The employee submits completed Physician's Certification Form to their Human Resources Officer "HRO" or designee.
 - b. HRO or designee reviews the Physician's Certification Form. If a request for deviation from the safety toe shoe price list is approved, HRO shall complete Part 4 of the Safety Footwear Purchase Authorization form, route to appropriate offices for completion of Part 5 and directs an employee to purchase identified personal protective footwear.
 - c. If a request for deviation from the safety toe shoe price list is denied, HRO or designee provides instructions to the employee.
4. All employers are encouraged to utilize the P-card to purchase safety shoes.

**STATE OF HAWAII - JUDICIARY
SAFETY SHOES PURCHASE GUIDELINES AND INSTRUCTIONS
FOR PRICE LIST CONTRACT NO. 18-12:**

GENERAL GUIDELINE INFORMATION:

This price list is to provide employees with safety toe shoes as identified by the employers' hazard assessment for foot protection. Approved safety toe shoes will be furnished to employees who are required to wear safety toe shoes thereby eliminating or reducing the severity of workplace foot injuries in accordance with Federal, State, or Local safety laws, rules, and regulations.

General requirements: The employer must assess the workplace to determine if hazards are present or are likely to be present which necessitate the use of personal protective equipment (PPE). As applicable, the employer selects and requires the employee to use, the type of PPE that protects against the identified hazards. The hazard assessment for foot protection must be certified utilizing [Attachment A, Hazard Assessment Certification for Foot Protection](#).

Foot and leg protection: Foot and leg protection includes protection from falling or rolling objects, sharp objects, molten metal, hot surfaces, and wet slippery surfaces. (Aluminum alloy, fiberglass, or galvanized steel foot guards can be worn over usual work shoes.) Metal insole puncture protection, metatarsal shoes, electrical protection are other protective requirements. Leggings protect the lower leg and feet from molten metal or welding sparks.

Shoe manufacturing standards: The criteria for protective footwear must comply with any of the following consensus standards: ASTM F2412-2005, "Standard Test Methods for Foot Protection", and ASTM F2413-2005, "Standard Specification for Performance Requirements for Protective Footwear", ANSI Z41-1999, "American National Standard for Personal Protection-Protective Footwear", or ANSI Z41-1991, "American National Standard for Personal Protection-Protective Footwear," as referenced in 29 CFR 1910.136(b).

RESPONSIBILITIES:

Department of Accounting and General Services' State Procurement Office (SPO): SPO oversees the application of the program with respect to purchasing rules and disavows payment of purchases not complying with the contract award terms of this price list contract.

Judiciary: All Judiciary departments ("Departments") that provide foot protection shall comply with hazard assessment, purchasing, and training requirements of the program. The Judiciary coordinates the statewide implementation of the program for Departments, initiates changes as appropriate, and coordinates program provisions with applicable employee organizations. The Judiciary will coordinate with SPO to address questions from contract vendors and provide training to Department managers, supervisors, and staff personnel on program requirements, implementation, purchasing procedures, and employee training requirements. Judiciary's contact is Human Resources – Disability Claims Management Division. Departments are also tasked to provide applicable reports and data as may be required to provide a base for improving the program and for

determining fiscal guidelines for continuous program improvement for state purchases of protective footwear. Department work unit responsibilities include:

Supervisor: The supervisor determines the appropriateness of foot protection through hazard assessments, informs the employee of foot hazards on the job and the requirement to wear foot protection, instructs employees on how safety shoes are obtained under the program, checks purchases to ensure that the shoes meet specifications (authorization), and trains employees on OSH PPE and program requirements.

When an employee has a medically certified condition requiring a deviation from the price list, the supervisor shall provide the employee with a [Physician's Certification Form \(Attachment C\)](#) for safety toe shoes. The employee's physician must specify the reason for the deviation from the safety shoe price list contract and provide details of what shoe features the employee would need to obtain the required foot protection (e.g. overshoes, metatarsal guards, safety toe shoes with wider toe box, padded toe collar, etc.).

Employee: The employee shall wear foot protection when the employer determines foot protection is required and provides for the purchase of such protection. The employee selects foot protection of the proper type (as indicated on the [Safety Footwear Purchase Authorization form – Attachment B](#)) and fits as listed on the price list. The employee is responsible for informing the manager when his/her safety shoes are worn, defective or damaged, and require replacement.

Contract Vendors: Safety shoes can only be purchased from vendors listed on the price list contract. Contract vendors must:

1. Assist Department employees in obtaining the proper type of shoes.
2. Ensure that the shoes the Department employee selects fit properly.
3. Contact the employer when an employee with medical or physical anomalies is unable to obtain the required foot protection from the price list contract.

REQUIREMENTS:

1. When a requirement for foot protection is determined, proper foot protection shall be provided by the employer and shall be worn by the employee.
2. Safety footwear shall be replaced or repaired by the employer if it is damaged while being worn and in the performance of the employee's work in accordance with the employee's respective applicable bargaining unit contract provisions, and if there is no such provision in the contract, then the employer shall determine when appropriate.
3. Safety footwear shall be replaced at the expense of the employee if it is lost, stolen, or damaged while not being worn or not in the performance of state work (see applicable collective bargaining provisions).
4. When an employee transfers, terminates or retires, the employee shall return to the employer, any special outer attachments that may have been issued, such as spats, instep guards, etc.

5. Employees shall give reasonable notice to their employer when requesting a replacement safety footwear to allow for purchasing, delivery, or pick up.
6. Replaced safety-toe footwear shall become the property of the employee and shall not be worn at work provided that the employer shall have the option to place on it a distinctive mark.
7. An employee may upgrade or deviate from standard safety footwear (with a safety shoe that meets or exceeds the standard safety footwear specifications) with the written approval of the employee's division head, safety officer, or designee, and the employee shall be responsible for the price difference between the standard shoe and the upgraded shoe. The employee is responsible to pay for the entire cost of the upgraded or deviated safety footwear and seek reimbursement of the authorized portion. (See Parts 2 and 3 of the [Safety Footwear Purchase Authorization Form-Attachment B](#)).
8. An upgrade or deviation from the standard safety footwear that is medically necessitated must be certified by the employee's physician. The executed [Physician's Certification Form \(Attachment C\)](#) shall contain information justifying the upgrade or deviation and be submitted for review and approval by the employer's human resources officer or designee. Upon approval of medically necessitated deviations, the cost of the upgrade or deviation shall be borne by the employer (see Part 4 of the [Safety Footwear Purchase Authorization Form-Attachment B](#)).

NOTE:

- a. Medical waivers for safety footwear are not acceptable except for temporary conditions as certified by the employee's physician.
- b. Medical information is confidential and shall be transmitted on a need to know basis only. Medical information shall be maintained in a separate confidential file.

STATE OF HAWAII – JUDICIARY INSTRUCTIONS TO PURCHASE SAFETY TOE SHOES

The requirement to provide safety footwear is an ongoing process of evaluating and identifying workplace hazards and the means to eliminate or mitigate them to prevent or reduce the severity of injuries. The evaluation becomes more critical as functions change, technology enhancements invoke different work requirements or procedures, or there is an increase in the occurrence of foot injuries. A hazard assessment is mandated under OSHA standards.

HAZARD ASSESSMENT:

The assessment must include the tasks and hazards relating to the task to ensure that the correct type of foot protection is provided. Hazard assessments should be an on-going process to eliminate or mitigate identified hazards in the workplace. The foot protection purchasing guidelines (i.e. hazard assessment requirement, purchasing authorization, vendor selection, etc.) commences when the need for foot protection becomes apparent such as replacing worn foot protection, new machines or process, changes in the workplace or assignment that require a specific type of foot protection.

To comply with OSHA standards, a written certification of hazard assessment must be completed whenever personnel protective equipment is provided. The certification of hazard assessment must contain at a minimum:

1. Location of the workplace evaluated
2. Details of the hazards assessed
3. The person certifying the assessment
4. Dates of hazard assessment

A copy of the completed certification of hazard assessment must be kept on file at each location with the facilities manager and a copy to Human Resources – Disability Claims Management Division. The certification is not required to be performed by an independent third party or consultant unless there is a dispute on the type of foot protection the employer selects. The person or persons making the hazard assessment must be knowledgeable and competent to perform the task. The [Hazard Assessment Certification for Foot Protection form and instructions on how to complete the form are attached as Attachment A](#). After the hazard assessment is completed, the supervisor/manager completes the [Safety Footwear Purchase Authorization form \(Attachment B\)](#).

AUTHORIZATION TO PURCHASE:

After completion of the [Hazard Assessment Certification for Foot Protection form \(Attachment A\)](#), the following is the process to complete the authorization to purchase:

1. The manager or supervisor completing the hazard assessment transfers the appropriate data from the [Hazard Assessment Certification for Foot Protection form \(Attachment A\)](#) to the [Safety Footwear Purchase Authorization form \(Attachment B\)](#) by completing:
 - a. Part 1 – Identifying information for employee purchasing safety toe shoes.

- b. Part 2 – (Optional) Identifying the type of foot protection required of the position. Refer to web link: www.safetyshoes.hawaii.gov for shoe vendors and styles).
 - i. If more than one shoe style meets the hazard assessment requirements list shoe options 1, 2, 3, or more, if applicable.
 - c. Gives the employee a copy of the completed Safety Footwear Purchase Authorization form and instructs the employee to go to the vendor to determine appropriate shoe. Employee returns Safety Footwear Purchase Authorization form to Supervisor who will initiate processing of a purchase order (“P.O.”) for Employee to take back to the vendor to purchase shoes identified.
2. If the employee elects to deviate from the price list, the employee must complete Part 3 of the form.
 - a. Employee must purchase the upgraded or deviated shoes from the vendor identified in Part 2 of the form.
 - b. Employee shall be responsible for the entire cost of the upgraded or deviated shoes.
 - c. Employee shall request reimbursement of the authorized price list shoe amount.
3. If an employee has a medically certified condition, the manager or supervisor shall complete Part 1 and Part 2 of the Safety Footwear Purchase Authorization Form and give the employee a copy of the [Physician’s Certification Form for Safety Toe Shoes \(Attachment C\)](#).
 - a. The employee submits completed Physician’s Certification Form (Attachment C) to their supervisor or designee.
 - b. The Human Resources - Disability Claims Management Division reviews the Physician’s Certification Form (Attachment C). If a request for deviation from the safety toe shoe price list is approved, the Human Resources - Disability Claims Management Division shall complete Part 4 of the Safety Footwear Purchase Authorization form (Attachment B), return the form to supervisor for completion of Part 5 and directs an employee to purchase identified personal protective footwear.
 - c. If a request for deviation from the safety toe shoe price list is denied, the supervisor or designee provides instructions to the employee.