



## Pacific Maritime Association

Accident Prevention Department

555 Market Street, 3<sup>rd</sup> Floor  
San Francisco, California 94105

# SAFETY BULLETIN 03-2016

July 1, 2016

2016 – 2017 Safety Shoe Policy & Program

## INFORMATION

In 2000, the employers agreed to pay up to \$200 per year for the purchase of safety footwear. PMA has contracted with Red Wing Shoe Company to act as the safety shoe distributor for this program. Red Wing has a network of **over 100** retail store outlets in the PMA area. They feature the “Red Wing”, “Irish Setter” and “WORX” brands that together have a selection of **over 300** styles.

### **This Safety Bulletin outlines the program which supersedes the 2000 Safety Shoe Policy & Program Agreement:**

Enclosed for each qualified ILWU-PMA Longshore person under this agreement is a personalized, serialized Red Wing certificate for a \$200 credit toward the purchase of ASTM F2413-11 safety shoe(s) from a participating Red Wing retailer. The certificate may be used at any of the **over 100** authorized Red Wing Shoe retailers.

### **SAFEGUARD THIS CERTIFICATE, AS YOU WOULD CASH. IT MUST BE PRESENTED INTACT AND UNALTERED TO OBTAIN SHOES.**

Red Wing Program:

Take this certificate to a Red Wing Shoe retailer and turn in the certificate toward the total amount of the shoe purchase (shoe price plus taxes if any). If the purchase exceeds \$200, then the longshore buyer is responsible for the extra cost over \$200. There is **no payroll deduction associated with this program.** If the purchase price (shoe cost plus taxes) is less than \$200, the longshore person will receive a store credit that may be used toward the purchase of additional safety shoes later in the program year. This store credit may **ONLY** be used in the store where the certificate was turned in and where the first pair of shoes was received. Do not try to use the certificate in a non-Red Wing shoe store. **ONLY** participating Red Wing Shoe retailers can honor the certificate. See attached list of retailers for your area.

### Specially Designed Footwear:

The joint agreement also provides for a REIMBURSEMENT PROGRAM for persons with medically diagnosed physical foot problems that require special footwear. If a longshore worker has special orthopedic shoe needs, then they must first get a prescription from their physician. They may then buy ASTM F2413-11 orthopedic safety protective footwear. They are to take the doctor's prescription, plus the Red Wing certificate, plus the receipt for their shoes which must include the shoe size on the receipt, plus the shoes to the local Joint Port Labor Relations Committee (JPLRC). This request is subject to verification. Upon approval, the person will be reimbursed for their orthopedic safety shoes. The Red Wing certificate must be turned in unused and unaltered to be eligible for this program.

### Remote Ports:

The joint agreement provides for longshore persons to BE REIMBURSED for the purchase of safety shoes by a Joint Port Labor Relations Committee if there are no approved safety shoe vendors available in their area. Red Wing Shoes has assured PMA that through their **network of over 100 retailers**, that they will have coverage in all PMA port areas.

### Reimbursement Program:

If longshore workers in these remote ports buy ASTM F2413-11 safety protective footwear from a vendor other than Red Wing, they may apply for reimbursement from a local Joint Port Labor Relations committee. They must present the Red Wing certificate, plus the receipt for their shoes which must include the shoe size on the receipt, plus the shoes themselves to a local Joint Port Labor Relations Committee. Upon approval, the JPLRC will submit a request for reimbursement through PMA accounting offices. The person will be reimbursed for their safety shoes within 14 days of approval. The Red Wing certificate must be turned in unused and unaltered to be eligible for this program.

### Limitations to Reimbursement Program:

In order to be reimbursed for your purchase, you must present the Red Wing certificate, the receipt for your shoes, which must include the shoe size on the receipt, and the shoes themselves, which meet the ASTM F2413-11 standards, to your local JPLRC. Upon approval, the JPLRC will submit a request for reimbursement through PMA accounting offices. Reimbursement for safety shoes take from 14 to 30 days from the time of the JPLRC approval. The Red Wing certificate must be turned in unused and unaltered and the above requirements met to be eligible for this program.

### Safety Shoe Allowance Cycle:

The time period for the JPLRC reimbursement program begins July 1, 2016 and ends June 30, 2017.

## Frequently asked Questions and Answers:

**Q** - When and where am I required to wear safety shoes?

**A** - Under the Pacific Coast Marine Safety Code, Rule 612(c states: Approved safety shoes shall be worn by all employees working in the terminal operating environment.

**Q** - Do I have to wear my safety shoes?

**A** - Approved safety shoes shall be worn by all employees working in terminal operating environment. Pacific Coast Marine Safety Code Rule 612(c).

**Q** - What happens if I lose my certificate?

**A** - You will have to apply to the local Joint Port Labor Relations Committee for a new one. There will be a delay of about one month while the old certificate is cancelled and the system is checked to ensure that it hasn't been used. **The deadline to turn in a request for a lost certificate is Wednesday, June 07, 2017. You must have a valid current (W-4) address on file with PMA for receipt of the certificate**

**Q** - Where can I obtain the "Reimbursement Request Form" or a "Lost Shoe Replacement" form in order to be reimbursed for my purchase or request a replacement certificate?

**A** - You may stop by one of the PMA Area offices or go online @ <http://www.pmanet.org/>, click on the heading entitled "Longshore" then "Safety Shoe Forms" or "Reimbursement Request Form" to print a copy of the form you need.

**Q** - When can I use my certificate?

**A** - Immediately on receipt at any of the participating Red Wing Shoe retailers.

**Q** - Can I payroll deduct the amount over \$200 purchased at the Red Wing store?

**A** - No. There is no payroll deduction associated with this program. If you go over the \$200 amount with your purchase, the extra must be paid for by you at the time of sale.

**Q** - What if Red Wing doesn't have the shoe I want to purchase in stock?

**A** - Red Wing will measure you for that shoe and will ship it directly to your home.

**Q** - Can I use the \$200 to buy safety shoes for someone other than myself?

**A** - No. Shoes will only be sold that fit the foot of the certificate holder.

**Q** - What happens if I don't use the entire \$200 allowance at once?

**A** - You must turn in the \$200 certificate at the time of purchase. You will get a Red Wing store credit for the unused amount, however the credit **MUST** be used at the same store where the certificate was first used. It may only be used toward the purchase of safety shoes.

**Q** - Can any certificate credits be carried over to next year?

**A** - No. This program runs year to year. If you don't use your certificate by **June 30, 2016**, it expires.

**Q** - When do I get next year's certificate?

**A** - The program will run year-to-year ending on June 30, 2016. The next year's certificates will be issued approximately early August 2016.

**Q** - What happens if the Red Wing, WORX or Irish Setter shoes have a defect such as sole separation?

**A** - Take the shoes back to the store they were purchased from. The Red Wing Shoe retailers have been instructed to properly address all defects.

**Q** - Can I use my certificate at a Red Wing store and also buy a pair of safety shoes at a non-Red Wing store that same year?

**A** - No. You have one choice per certificate year. You can use the certificate at a Red Wing store or you can use the reimbursement program. You cannot utilize both in the same year.

**Q** - What is the biggest reason for not receiving your certificate?

**A** - Having a bad address on file with PMA. It's your responsibility to make sure PMA has your current address. Remember, you must submit a **W-4** "Change of Address Form" whenever you move. **Certificates are mailed to your W-4 address on file with PMA. No other address will be accepted.**

**Q – How can I check my address on file with PMA?**

**A – You can call PMA Payroll at 1-888-PMA-1234.**

**Q** - Does Red Wing have a website that displays all of their products?

**A** - Yes. [www.redwingsafety.com](http://www.redwingsafety.com)

## **SAFETY DOESN'T JUST HAPPEN**