

## CenturyLink Safety Footwear Program - Western Operations

Safety footwear (shoes or boots) are required for employees with foot exposure to falling or rolling objects. Hazard assessments for safety footwear include the broad groups of employee classifications listed below (eligible for safety footwear contribution). Additional information on safety footwear is in EHS series practice, 010-100-007, Personal Protective Equipment.

### Company requirements for safety footwear (with internal protective toe cap)

- Outside technicians who climb extension/runged ladders and/or poles - work boot (6" minimum) with a minimum ½ inch defined heel
- Outside technicians without climbing duties - work boot or hiker style boot
- Business service technicians - dress casual, service oxford or hiker style boot with defined heel
- Facilities maintenance personnel who climb extension ladders and/or work in CEVs -- dress casual, service oxford or hiker style boot with defined heel
- Network technicians - dress casual, service oxford or hiker style boot with a defined heel
- Network supervisors - dress casual, service oxford or hiker style boot
- Athletic style safety footwear is not allowed for all technicians who climb ladders, work in CEVs or work outdoors.

### Company contribution

1. Bargaining employees - Kansas, Minnesota, Missouri, Nebraska, Texas and Wyoming:

The Company will pay 50% of the cost of one pair of safety footwear up to a maximum of \$75 annually for those employee designated to wear safety footwear.

2. Bargaining employees - Nevada (IBEW 396):

The Company will pay up to the maximum dollar amount (listed below) for one pair of safety footwear annually for those employee designated to wear safety footwear.

\$45 - Framepersons, Switchpersons

\$100 - Linepersons (lineman's boots only - 9 inch minimum boot with defined heel)

\$90 - All other job classifications

Note: Bargaining employees should refer to the current union contract for details.

3. Management and non-bargaining - Eligible management and non-bargaining employees will be provided up to \$100 annually for the purchase of one pair of safety footwear meeting the ASTM F 2413-05 and Company requirements.

### Process

Eligible employee selects the style of safety footwear required for their job classification and makes the purchase. Employee submits an expense reimbursement and includes the detailed receipt. Receipts shall document proof of the purchase of safety footwear meeting Company requirements (listed above) and ATSM F 2413-05. The ATSM standard meets or exceeds the former ANSI Z41 PT99 standard.

Managers/supervisors with Corporate Cards should use the card for their purchases (charging up to the \$100 maximum). Amounts exceeding the \$100 are the employee's responsibility.

Contact the area EHS Specialist or EHS Manager if you have any questions.