

Responsibility: Human Resources Development Department (HRD): HRD coordinates the statewide implementation of the program, initiate changes as appropriate, and coordinate program provisions with applicable employee organizations. The department will also develop an initial list of vendors desiring to participate in the program and provide training to managers, supervisors, and staff personnel on program requirements, implementation, purchasing procedures, and employee training requirements.

Department of Accounting and General Services (DAGS): DAGS oversees the application of the program with respect to purchasing rules and disavow payment of purchases not complying with this program.

Departments and Agencies of the Executive Branch: All 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 or for determining fiscal guidelines for continuous program improvement, and to assist in expanding the list of vendors on the neighbor islands that agree to the conditions of sale requirements for state purchases of foot PPE (informs HRD so that other departments are informed). 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 meets specifications (authorization), and trains employees on OSH PPE and program requirements.