

Head Protection

Purpose

The purpose of the head protection Policy is to minimize the frequency and severity of potential head injuries incurred by employees by establishing a policy for wearing hard hats. In addition, this section will define the type and required use of minimum head protection.

Policy

Appropriate head protection will be worn whenever employees are exposed to the hazards of falling or flying objects, electrical shock or burn, accidental bumping, or moving vehicles while working on or adjacent to roads and highways.

This policy does not cover Decatur Fire and Rescue or Decatur Police. These departments are covered under protective equipment programs found in their respective department's Standard Operating Procedure Manuals.

Compliance

Failure to wear head protection as required by this policy will be treated in accordance with the Safety Policy Violation procedures, Policy #107.

Responsibilities

Department Directors

Department Directors are responsible for the following:

- Identifying those employees who will be required to wear head protection.
- Selection of appropriate head protection for hazards identified.
- Ensuring that employees do not wear unapproved safety devices.
- Maintaining certification of hazard assessment and training.

Supervisors

Supervisors are responsible for:

- Enforcing the head protection program.

Employees

Each employee is expected to:

- Observe the head protection requirements for their jobs and work areas.
- Attend required training sessions.
- Properly wear, clean, maintain, and inspect equipment provided.

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Safety Coordinator

The safety coordinator shall:

- Provide assistance in conducting workplace hazard assessments.
- Provide assistance in the selection of appropriate head protection.
- Conduct periodic audits of the program.

Guidelines

Helmets for protection against impact and penetration of falling objects shall comply with the "American National Standard for Personal Protection - Protective Headwear for Industrial Workers Requirements" (ANSI) Z89.1-1997 Type 1 or 2, Class G, E, or C. Helmets for protection against electrical shock and burns shall comply with ANSI Z89.2-1971 (Class G and E only).

Head protection shall be worn in areas where there is a potential for injury to the head from impact, flying or falling objects (e.g., working below other workers who are using tools and materials which could fall through grates), or electrical shock and burns. Specific areas where head protection may be necessary include, but are not limited to:

- Construction projects;
- Areas where any crane, hoist, or other overhead lifting device is in operation;
- Areas where there is a possibility of falling objects;
- Work around energized electrical lines;
- Tasks involving climbing or working in aerial lifts;
- Areas on or adjacent to roads or highways where construction or maintenance activity is being performed; and
- Inspecting condemned or unsafe houses

Hard hats will not be required inside an automobile, truck cab, or enclosed operator compartment. If a supervisor believes an enclosure will not provide adequate head protection, a hard hat shall be required.

Wearing head protection properly is essential. Hard hats should be worn square on the head, not tipped forward, backward, or to either side. If the head protection is not worn as designed, it may not offer the level of protection for which it was designed. Items are not to be placed or carried between the suspension and shell, or between the suspension and the head. This space is needed when the shell/suspension absorbs the force of an impact.

Distribution & Replacement

The *(Insert City Name)* will provide appropriate head protection to those employees who are exposed to potential head injuries. This equipment will be exchanged at least every two years or sooner if inspection indicates a need. If during inspection, the shell indicates signs of damage or wear, or has been subjected to an impact that would lessen the integrity of the hard hat, the entire hard hat shall be replaced immediately. Any replacement or repairs that are required due to misuse or mishandling will be borne by the employee. Replacement or repairs that are due to the nature of the work will be borne by the City.

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Care & Maintenance

It is the employee's responsibility to maintain their safety equipment. To ensure this, head protection should be inspected, cleaned, and maintained at regular intervals or as directed by manufacturer instructions. Examine the shell for cracks, brittleness, discoloration or chalky appearance. The suspension should be examined for cracks, breaks, or frayed straps. Drilling holes in the shell of a hard hat for ventilation is forbidden. Doing so eliminates the electrical insulation protection and the degree of impact resistance. Covering hardhats with stickers, emblems, decals or paint is prohibited. Name identification stickers (small) are allowed on hard hats. These small stickers must be located on the front or back of the hard hat.

Reference:

- ◆ PPE Assessments
- ◆ Policy 107: Safety Policy Violations
- ◆ Policy 600: Personal Protective Equipment