

## **PHYSICAL PLANT**

### **OPERATING POLICY AND PROCEDURE**

**PP/OP 02.22:** Physical Plant Hard Hat Requirements

**DATE:** July 16, 2008

#### **PURPOSE**

The purpose of this Physical Plant Operating Policy/Procedure (PP/OP) is to establish a department policy to protect personnel from head injuries and provide guidelines for the use of hard hats.

#### **REVIEW**

This PP/OP will be reviewed in May every four years by the human resources manager for physical plant with recommendations forwarded to the managing director for physical plant.

#### **POLICY/PROCEDURES**

##### **1. General**

Physical Plant policy requires that employees working in areas where the potential of a head injury exists will wear hard hats to protect against all potential exposures and minimize serious head injuries.

##### **2. Identifying Hard Hat Areas**

- a. All assigned personnel throughout the division will be involved in identifying potential areas that require the wearing of hard hats.
- b. Potential areas will be documented on the *Identification of Hard Hat Areas* form (Attachment A). The form should be completed to ensure identified areas are evaluated.
- c. The identification form will be submitted to the Physical Plant safety coordinator through appropriate supervisory personnel.
- d. The safety office will forward the identification form to Environmental Health and Safety for validation of the area to require hard hats.
- e. Environmental Health and Safety will notify the Physical Plant safety office of validated areas identified as hard hats required.

- f. The areas validated as requiring hard hats will have signs posted on all entrances stating "HARD HAT AREA." The Physical Plant safety office will coordinate the signs with Environmental Health and Safety.

3. Personal Protective Equipment

- a. The Physical Plant will provide appropriate hard hats to assigned personnel who are required to wear hard hats and who are at potential of risk.
- b. Hard hats are required on jobs where a person's head is menaced by falling or flying objects or by bumps.
- c. Only hard hats that meet the requirements of Class E (previously Class B), American National Standard Z89.1 will be worn. These hard hats have no conductive fittings passing through the shell. Class E (previously Class B) hard hats are tested at 20,000 volts.
- d. Hard hats will be inspected, maintained, and stored in accordance with manufacturers' recommendations. If the shell of a hard hat is damaged it will be disposed of and replaced.

4. Procedures

- a. Upon arriving at the work site, employees should survey the area to identify conditions warranting the wearing of a hard hat.
- b. Hard hats will automatically be worn under any of the following conditions:
  - (1) In areas identified as "HARD HAT AREA;"
  - (2) Within a horizontal distance of 10 feet of where equipment is being lifted with an overhead lifting device;
  - (3) When personnel are working above the floor or overhead; or
  - (4) In any area where the employee accesses a situation where a hard hat is needed;
- c. Exception may be made by barricading the area of concern or risk to ensure the safety of division personnel. It is mandatory that ALL personnel inside said barricade have on hard hats at ALL TIMES.

5. Training

Personnel requiring hard hats will be trained on proper use and established guidelines. Personnel will be held accountable for following this policy.

6. Responsibilities

a. Section directors will:

- (1) Ensure this policy is implemented and enforced in all areas throughout the department where applicable.
- (2) Hold personnel accountable for compliance with this established policy.

b. Supervisors will:

- (1) Assist employees and provide Attachment A in identifying areas that potentially require hard hats.
- (2) Provide the approved type of hard hat to employees who require their use.
- (3) Train personnel in the use of hard hats and provided documentation of that training to the safety office for permanent record.
- (4) Ensure hard hats are inspected in accordance with the manufacturers' recommendations and replace damaged and defective hard hats.
- (5) Enforce the wearing of hard hats in designated areas.

c. Employees will:

- (1) Assist with identifying areas where hard hats should be or potentially be worn.
- (2) Complete the identification forms and submit them to the Physical Plant safety office for validation with Environmental Health and Safety.
- (3) Be knowledgeable in the use, inspection, maintenance, and storage of hard hats.
- (4) Comply with this policy and recognize personal accountability for such compliance.

d. Safety Coordinator will:

- (1) Assist foremen in procuring approved hard hats, as required.
- (2) Collect and coordinate the *Identification of Hard Hat Area* forms for validation with Environmental Health and Safety.
- (3) Coordinate the signs with Environmental Health and Safety.
- (4) Maintain training records.

7. Enforcement

Failure to wear or enforce the wearing of an approved hard hat in a designated area or in an area where general common sense dictates is a serious offense subject to appropriate discipline .

RESPONSIBILITIES

<u>POSITION</u>	<u>SECTION</u>	<u>MONTH</u>
Human Resources Manager for Physical Plant	Review	May (Every Four Years)

APPROVED: \_\_\_\_\_  
Reviewer

APPROVED: \_\_\_\_\_  
Managing Director for Physical Plant