OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Physical Plant Department Operating Policy and Procedure Manuals

DATE: October 3, 2003

SUBJECT: Utilities Hard Hat Policy

PURPOSE

This Physical Plant Operating Policy/Procedure (PP/OP) establishes requirements for wearing hard hats in the Utilities Section. The intent of this instruction is to ensure safety of personnel whenever overhead and other dangerous work in being performed.

REVIEW

This PP/OP will be reviewed by September 1 of each odd numbered year (ONY) by the director – utilities (DU) and recommendations forwarded to the managing director – physical plant (MDPP).

POLICY AND PROCEDURE

1. Definitions

   Hard Hat: A hard, plastic safety hat with at least a 4-point suspension system and Class B rating.

   Lifting Device: Any device used for lifting equipment or materials.

   Overhead Work: Any work performed where any part of the lifting system is located at a height greater than 5 (five) feet above the ground/floor or there is a possibility of tools or materials falling on personnel underneath the work area.

2. Requirements

   Hard hats will be required in the plant under any of the following conditions:

   a. Within a horizontal distance of 10 feet of where equipment is being lifted with an overhead lifting device or when personnel are working above the floor.

   b. During unusual conditions such as scheduled plant shutdown or when there is major construction in progress.
c. When equipment is being moved with an overhead lifting device.

d. When deemed necessary by the maintenance foreman, plant foreman, or plant superintendent.

e. Hard hats will be worn in any area where the employee accesses a situation where a hard hat is needed.

3. Designated Hard Hat Areas

   a. Any area that has been labeled “Hard Hats Required.”

   b. The entire plant when designated by appropriate personnel.

   c. Any area which has been “caution” taped off.

4. Hard Hat Specifications

   a. Hard Hats will be of OSHA Class B specifications, properly labeled with a minimum of a 4-point, ratcheting harness.

   b. Hard hats will be inspected on a routine basis as well as maintained and stored appropriately. If the shell of a hard hat is damaged it will be replaced. Under no circumstances will a repair to a hard hat shell be attempted.

   c. Hard hats will not be modified in any manner.

5. Other

   a. When the plant has been designated a hard hat area all employees will be notified by all possible means:

      (1) memorandums,

      (2) meetings and plant intercom, and/or

      (3) signs posted at all doors entering the area.

   b. When the overhead crane is in use to transport equipment, a safety spotter, separate from the crane operator and material handlers, will be posted to prevent personnel from inadvertently entering the area without proper personal protective equipment.
c. Lift area will be roped off with caution tape. The unloading area of each plant will be exempt from this criteria if it is marked with yellow paint.

d. If the lift is occurring in a room or area of less than ten feet and access to the area can be controlled, then only that area will be designated a hard hat area.

**RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>POSITION</th>
<th>SECTION</th>
<th>MONTH</th>
<th>DAY</th>
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</thead>
<tbody>
<tr>
<td>Director – Utilities</td>
<td>Review</td>
<td>September (ONY)</td>
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APPROVED: ________________________________
Reviewer

APPROVED: ________________________________
Managing Director – Physical Plant