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# ***SAFETY AND HEALTH PROGRAM***

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## **Head Protection Program**

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### **1.0 PURPOSE**

The purpose of this safety program is to define appropriate head protection to be worn by OPP employees while performing their work, to protect them from head injuries and to comply with OSHA 1910.135(a) and 1926.100(a).

### **2.0 SCOPE**

This program applies to all OPP employees and visitors who work at, or visit:

- 2.1** Job sites and shop areas where hard hats may be required, and/or
- 2.2** All locations where overhead work is being performed.

### **3.0 REQUIREMENTS**

**3.0** As per federal OSHA, 1910.135(a) and 1926.100(a), Employees working in areas where there is a possible danger of head injury from impact, or from falling or flying objects, or from electrical shock and burns, shall be protected by protective helmets. This includes the following work areas ***at all times***:

- 3.0.1 All construction and excavation sites both active and inactive (no exceptions)
- 3.0.2 All renovation jobs (unless exception is granted by the supervisor)
- 3.0.3 Steam Plants, Steam Tunnels and Chiller Plants
  - 3.0.3.1 While in – control rooms, break room and offices a hard hat is not required
- 3.0.4 Water Reclamation Facility
  - 3.0.4.1 While in – control rooms, break room and offices a hard hat is not required
- 3.0.5 Crane pick sites and all rigging activities (anywhere inside of the



pick zone or identified work area)

3.0.6 All sites where heavy equipment is operating (i.e. backhoes, loaders, excavators, skid steers)

3.0.7 All mechanical rooms (i.e. mechanical, electrical, fire pump, boiler rooms and pipe chases) **when any active maintenance work is being performed or these following conditions exist:**

3.0.7.1 Objects might fall from above and strike employees on the head

3.0.7.2 There is potential for employees to bump their heads against fixed objects, such as exposed pipes or beams

3.0.7.3 There is a possibility of accidental head contact with electrical hazards

3.0.8 All areas where overhead cranes and hoists are in use. This includes all rigging activities. Any employee located in the area where these items are in operation are required to wear a hard hat as well

**3.1 Hard Hats shall also be worn during the following operations or tasks *at all times:***

3.1.1 Working on or around scaffolding

3.1.2 Working on or around aerial and scissor lifts

3.1.3 Operating forktrucks

3.1.4 Working around heavy equipment

3.1.5 Working on or around bucket trucks

3.1.6 As part of any comprehensive fall arrest system

3.1.7 During any overhead work where there is a potential for overhead hazards

3.1.8 During all confined space work, both entrants and attendants

3.1.9 All arborists activities

3.1.10 As part of flash protection gear



#### **4.0 SELECTION OF HARD HATS**

- 4.1 OPP will provide ANSI Z89.1 approved standard white Type I Class E and G hard hats to all employees.
- 4.2 Arborists will be provided ANSI Z89.1 2003 type 1 class E Petzl Vertex Best helmets.
- 4.3 For high voltage work, employees will be provided with hard hats that meet ANSI Z89.1 Standards for Electrical Protection.
- 4.4 OPP will provide ANSI Z89.1 approved high visibility green for Utilities crews that have the potential to work in or around roadways and traffic areas.

#### **5.0 RESPONSIBILITIES**

##### **5.1 Employee**

- 5.1.1 Maintain hard hats in good condition. Replace if cracked, torn, dented, if holes or any other damage is found.
- 5.1.2 Wear hard hats as outlined in section 3.0 of this program.
- 5.1.3 Obtain new hard hat every 5 years.

##### **5.2 Supervisor Responsibilities**

- 5.2.1 Ensure employees are provided an ANSI approved hard hat, and communicate this program with all employees so they know and understand when they need to wear them.
- 5.2.2 Wear hard hats when visiting shop areas or jobsites where they are required (as outlined in section 3.0 of this program).
- 5.2.3 Enforce this Head Protection Program.

##### **5.3 Manager Responsibilities**

- 5.3.1 Ensure compliance with this program.
- 5.3.2 Provide funding for hard hats.

##### **5.4 OPP Safety Office**

- 5.4.1 Evaluate effectiveness of hard hats and determine approved styles and classes of hard hats.
- 5.4.2 Evaluate and make recommendations for where hard hats are required.
- 5.4.3 Evaluate and make modifications to the Hard Hat Program.

##### **5.5 OPP Stores Responsibilities**

- 5.5.1 Coordinate with the OPP Safety Office on the selection of types and styles of hard hats to stock.
- 5.5.2 Maintain adequate stock of hard hats for employee use.
- 5.5.3 Ensure that only ANSI approved hard hats are made available.