

Head Protection Policy

Applicable Legislation:

Occupational Health and Safety Act (OHSA), R.S.O. 1990, Sections 25 (1), 27, 28 (1)
O. Reg. 851, R.R.O. 1990, Industrial Establishments, Sections 79, 80, 83(1), and 137

Relevant Standards:

CSA Z94.1- 92: *Industrial Protective Headwear*
DIR-009-1996: *List of Certified Occupational Health and Sports Safety Products*

Intent:

To outline the University's policy regarding the use of approved head protection, and requirements to safeguard employees from head injuries.

Definitions:

Class G Headwear (General Use)

a class of headwear that is intended to provide the user with protection against impact and penetration. This headwear is nonconducting; it must also pass the dielectric-strength test specified for class G headwear. Although this class of protective equipment is manufactured from nonconducting materials, class G headwear is intended to provide some protection against electric shock following accidental contact between the headwear and live electrical apparatus.

Class E Headwear (Electrical Trades)

a class of headwear that is intended to provide the user with protection against impact and penetration. This headwear is nonconducting; it must also pass the dielectric-strength test specified for class E headwear.

Class C Headwear (Conducting)

a class of headwear that is intended to provide the user with protection against impact and penetration only.

headwear accessories

chin straps, hearing protectors, and winter liners may adversely affect the original degree of protection. (Consult the supplier of CSA-approved headwear about such accessories.)

Industrial Protective Headwear

a device to provide protection to the head against impact, penetration, or electric shock, or any combination thereof, and that is held in place by a suitable suspension.

shell

the material that provides the general outer form of the protective headwear and whose primary purpose is to distribute the impact load and to resist penetration.

suspension

the part of the protective headwear that holds it in place on the head during normal use. It may be comprised of a headband, crown straps, and tabs.

Requirements of the Regulation for Industrial Establishments, Sections 80 and 83

80. A worker exposed to the hazard of head injury shall wear head protection appropriate in the circumstances.

83.(1) Long hair shall be suitably confined to prevent entanglement with any rotating shaft, spindle, gear, belt or other source of entanglement.

Policy:

1. Workplace or activity supervisors shall identify those workplaces or job-sites or tasks where the use of CSA-approved protective headwear shall be declared mandatory. Employee input is to be encouraged.
2. Such workplaces or job-sites shall be posted "**PROTECTIVE HEADWEAR MANDATORY**" or by signs that convey this message. The identity of these workplaces should be reviewed by the local joint health and safety committee.
3. CSA Standard Z94.1-92 *Industrial Protective Headwear* shall constitute the minimum standard for industrial protective headwear for University of Guelph personnel. EHS shall approve all exceptions to the standard.
4. Workplaces where approved protective headwear is mandatory shall include but are not limited to:
 - designated construction sites;
 - work areas where there is exposure to head injury from impact and/or flying or falling objects. (e.g., overhead crane or hoist operations, tree trimming operations, certain activities involving large animals, areas with overhead conveyors or buss lines);
 - locations where there is an exposure to electrical shock by head contact;
 - job-sites where explosive-actuated tools are used.
1. Persons performing functions or entering work areas which may expose them to the hazards of head injury shall wear approved head protection as required by the workplace or activity supervisor.
2. Protective headwear shall not be a substitute for an overall safety system that must address the control of hazards at the source (e.g. to prevent an object from falling), or along the path of the worker (e.g. a protective barrier above the worker).
3. Environmental Health and Safety shall assist workplace or activity supervisors to determine the type and classification of protective headwear appropriate for the occupational risks in the workplace or at the job-site.
4. Supervisors shall provide CSA-approved protective headwear and shall enforce the head protection policy by zero tolerance for non-compliance and progressive discipline as necessary.
5. Hair restraints may be required to prevent contamination by chemicals, to provide protection from entanglement, and to provide protection from fire. The need for hair restraint shall be determined by the area supervisor.

Guidelines:

CSA Standard CSA-Z94.1-92, s.4, classifies protective headwear as follows:

Class and Usage	Protection Offered Against
G (general usage)	side and crown impact and penetration protection, and protection against electric shock < 2000 V
E (electrical trades)	side and crown impact and penetration protection, and protection against electric shock <20,000 V
C (conducting headwear)	impact and penetration protection only, no electric shock protection

The following information is provided on CSA- approved headwear:

Permanent Markings

Each head protector is permanently marked or labelled with the manufacturer's identity, the model designation, the class of protection, the year and month of manufacture, the size or size range; in addition, each head protector is labelled with the headwear care instructions.

Guidelines for Use

A label or pamphlet securely attached to the headwear contains at least the following additional information: intended application of the headwear; expected useful life of the headwear; instructions regarding storage and cleaning; cautionary notes against inappropriate modification; protection limitations; and instructions on how to adjust the headwear to fit properly.

Protective headwear certified by CSA are listed in *DIR-009-1996: List of Certified Occupational Health and Safety Products*.

Criteria For Determining When a Hard Hat Should Be Used

The use of CSA approved protective headwear is warranted when:

- there is any risk of injury to the head;
- there is risk of impact from flying objects (e.g. grinding operations, abrasive blasting, etc.);
- there is risk that the worker may strike overhanging or overhead objects;
- there is risk that the worker may be struck by any objects falling from above;
- there is risk of shock caused by contact with live electrical circuits;
- there is any other reasonably foreseeable risk of head injury.

Recommendations for the Care and Use of Industrial Protective Headwear

1. For maximum head protection, the shell and suspension of headwear should be checked by the user for any visible damage before each use. If the shell or linings are found to have a crack, dent, or penetration, or if the suspension has torn or broken threads, the headwear should either be discarded or the particular part replaced with an identical part from the original manufacturer.
2. Any headwear that has received any severe blow should be destroyed as the blow may have substantially reduced the protection offered.
3. Caution should be exercised in the painting of any headwear shell as this may have a detrimental effect on the protection offered by the headwear. The manufacturer should be consulted with respect to the choice of paints for any particular safety hat or cap.
4. Headwear should be cleaned according to the manufacturer's instructions.
5. Headwear should not be placed on the rear window shelf of an automobile as prolonged exposure to sunlight may adversely affect the protection offered by the unit. Also, in cases of emergency stops or accidents, the unit may become a hazardous missile.
6. Chin straps, used with Class E headwear should not be drawn over the brim or peak because the strap if in contact with a live electrical conductor, may allow current to flow from the conductor to the user.
7. Retention systems supplied or fitted to the headwear should be fastened and under tension at all times to ensure the security of the headwear.
8. The addition of accessories to headwear may adversely affect the original degree of protection.
9. The proof voltages in the CSA Standard should not be interpreted as an indication of the voltage at which the headwear will protect the wearer.
10. Winter liners intended for use in Class G and Class E headwear should be flameresistant.
11. In order to obtain optimum levels of protection against electric shock, the headwear must be clean and dry. Headwear that is wet or contaminated with oil, grease, or other conducting chemicals, or that is fitted with inappropriate accessories, may suffer a dramatic reduction in its protective capabilities against electric shock.

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