

 DALHOUSIE UNIVERSITY <i>Inspiring Minds</i> Policy Regarding The Use Of Head Protection	<i>Policy Sponsor</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> May 9 th , 2017
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>

A. Background and Purpose

The use of head protection by the Facilities Management employees of Dalhousie University as well as members of the broader Dalhousie University community has been an issue. This policy provides clarification and direction with regard to:

- a) safeguarding employees, and others, from head injuries by clearly defining when approved head protection shall be required; and,
- b) ensuring compliance with Part 3, Section 11 of the Nova Scotia Safety General Regulations.

CSA standard Z94.1- 15: Industrial Protective Headwear – Performance, Selection, Care and Use (January 2015) is currently in affect and although it differs from the CSA standards listed in the regulations the hard hats approved by this standard provide protection equivalent to hard hats approved by the CSA standards listed in the provincial regulations.

B. Application

This policy applies to Facilities Management employees, and all other members of the Dalhousie University community, exposed to, but not limited to, the hazardous conditions listed in Section D of this policy or that may be defined at various times by the Policy Sponsor.

C. Definitions

“Industrial protective headwear” means a hat or cap that is designed to protect the head of an industrial, construction, mining, utility or forestry worker against impact and penetration and/ or electrical shock and is held in place by a suitable suspension.

See CSA standard Z94.1- 15: Industrial Protective Headwear – Performance, Selection, Care and Use (January 2015) for additional definitions.

D. Policy

Personal protective headwear shall be worn by all employees, and all other persons, performing work activities or entering work areas which will or may expose them to hazards associated with head injuries.

Protective headwear shall not be considered a substitute for appropriate safety devices or control measures that would deal with such hazards at the source or along the path to the worker thereby eliminating the need for personal protective headwear.

Policy implementation:

- The most recent version of the CSA standard relating to “Industrial Protective Headwear” shall be the minimum standard used for the selection, care and use of protective headwear used at Dalhousie University.
- Protective headwear shall be worn by all employees, or other persons, that are exposed to impact, penetration and electrical hazards to the head.
- The personal protective headwear selected for use shall be appropriate to the type of hazard(s) identified.
- A qualified person, or persons, shall perform a documented hazard assessment of the job sites, jobs and / or tasks performed by employees to identify hazards requiring head protection and to ensure that the proper type of protective headwear is selected.
- The use of approved protective headwear shall be mandatory in, but not limited to, the following situations:
 - Work environments where there is a risk of crown or lateral impact hazards existing, that includes but is not limited to the following:
 - Moving objects are present at head level.
 - Moving / falling objects are present above head level.
 - There is a possibility of objects striking or penetrating the head. (e.g. overhead beams, pipes, etc.)
 - There is a risk of employees coming in contact with live electrical wiring.
 - Demolition sites

- Construction sites
- There is any reasonably foreseeable risk of injury to the head.
- There is a risk of being hit on the head by flying objects. (e.g. grinding operations, overhead cutting or other activities)
- Any workplace or worksite or job designated by management or that, although not listed above, exists at Dalhousie University and is recognized by industry standards as requiring protective headwear.

E. Administrative Structure

- The selection, use, care and inspection of protective headwear shall always be based on the latest version of CSA standard Z94.1; Industrial Protective Headwear – Performance, Selection, Care and Use.
- The assembly and fitting of protective headwear shall be accordance with the CSA standard.
- Supervisors and Shop Forepersons shall inform employees about all identified workplaces and jobs / tasks that require the use of protective headwear.
- “Protective Headwear Mandatory” signs or signs that convey this message shall be posted at the access / egress points of all workplaces or worksites that have been identified as requiring the use of protective headwear.
- Supervisors shall ensure that employees are provided with CSA approved protective headwear and that it is worn.
- Non-compliance with this policy shall result in disciplinary action in accordance with applicable collective agreements.
- The use of any accessories, decals, laminates, stickers, tape, bandanas, handkerchiefs, hairnets, welder’s caps, baseball hats, winter liners, etc. or the use of paint or similar coatings on protective headwear shall be in accordance with the latest version of the CSA standard regarding Industrial Protective Headwear.
- “Bump Caps” are not approved under the regulations or applicable CSA standard therefore they are not approved under this policy.

F. Inspections

The shell, suspension and liner of personal protective headwear (hard hat) should be inspected daily before use. Any inspection of the headwear shall be in accordance with the CSA standard.

G. Review

This policy shall be reviewed on a regular basis (e.g. every two years) to ensure its relevance to existing conditions / requirements, proper implementation and ongoing success in providing protection from head injuries.