

Policies and Procedures

Department: Operations	Issued By: Operations
Topic: Hard Hats/ Bump Caps	Origination Date: October 10, 2013
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Policy:

Hard hats or bump caps must be worn whenever employees are exposed to the hazards of falling, flying objects, in moving machinery that is not fully enclosed, bumping their heads on fixed objects or low clearance areas.

Regulations:

Occupational Safety and Health Administration (OSHA), 29 CFR (Code of Federal Regulations) 1910.135 and 1926.100 – Head Protection.

Responsibility for use and enforcement:

- A. Employee
 - 1. It is the employee's responsibility to wear a hard hat when required by the Hard Hat Policy.
- B. Supervisor
 - 1. It is the supervisor's responsibility to see that employees have been issued and wear hard hats when required. Disciplinary action, in accordance with the Hard Hat Policy, may be taken against employees who fail to wear hard hats when required.
 - 2. Ensure that the hard hats adhere to ANSI Z89.1-2003
 - 3. Ensure contractors know this policy.

Requirements:

- A. The use of hard hats will be required under any of the following conditions:
 - 1. Anywhere that the potential exists for impact:
 - a. Falling objects
 - b. Overhead work
 - c. Moving non enclosed machinery
 - d. Fixed Objects or low clearance areas.
 - 2. Any area designated as a "Hard Hat Area"
 - 3. Within a horizontal distance of 25 feet of where equipment is being lifted with an overhead lifting device
 - 4. Use of Bump Caps is permitted ONLY at Red Rocks and ONLY by the up riggers.
- B. Maintenance and care of the hard hats
 - 1. Hard hats shall be inspected before each time of usage, look for:
 - a. Major dents
 - b. Cracks
 - c. Penetration
 - d. Worn or damaged suspension
 - e. Any other damage due to impact, rough treatment or wear
- C. OSHA requires that all equipment be worn as designed.