



## UNIVERSITY SAFETY OFFICE

### SHSU SAFETY MANUAL

#### **SUBJECT: Personal Protective Equipment: Head Gear (Hard Hats)**

##### I. Purpose:

The purpose of this policy is to provide guidance on the use of protective head gear, i.e. hard hats.

##### II. Scope:

This policy applies to all Sam Houston State University employees, contractors or visitors.

##### III. Requirements:

###### A. Hard hats will be worn by all who:

1. Enter construction and demolition sites.
2. Enter excavations greater than four (4) feet deep.
3. Enter excavation areas with large, heavy equipment, i.e. backhoes, front end loaders, skid loaders, etc.
4. Enter areas where there is a risk of head injuries from moving, falling, or flying objects.
5. Are lifted in vertical lift devices, i.e. bucket trucks, man lifts and the personnel basket for forklift.
6. Work near high-voltage equipment and lines.

###### B. Hard hats shall meet the ANSI Z89.1 Class B protection

###### C. Hard Hat Use:

1. Check the shell and suspension of your hard hat for damage before each use. Look for cracks, dents, gouges, chalky appearance, and torn or broken suspension threads. Discard damaged hats or replace broken parts with replacements from the original manufacturer.
2. Discard any hat that has been struck or dropped from a great height, even if there is no apparent damage.
3. Do not wear a hard hat backwards, unless this is necessary to accommodate other protective equipment (e.g., welders face shield).
4. The application of stickers and decals must be limited to keep a professional appearance and to allow the wearer to inspect the hard hat for damage.

5. Do not alter a hard hat in any way, i.e. drill holes in the shell, attach items not designed for hard hats, or paint the shell. Alterations may compromise the integrity of the hard hat.

D. Responsibilities:

1. Each department is responsible for supplying hard hats for employees and visitors. Contractors shall supply hard hats for their employees.
2. Supervisors are responsible for ensuring their employees wear hard hats as required in this policy.
3. The University Safety Office is responsible for reviewing this policy and for ensuring the hard hats available meet the applicable standards.
4. Employees shall be responsible for their hard hat, it's care, maintenance, inspection and replacement when necessary.

E. Approvals

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Director, Physical Plant

Approval date: \_\_\_\_\_

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Director, Residence Life

Approval date: \_\_\_\_\_