



## Hard Hats – Safe Use Policy

*Last Updated 29<sup>th</sup> September 2017*

Hard Hats are designed to protect workers heads against falling objects and fixed or protruding objects. For our work on construction sites we will require an Industrial grade Hard Hat. There are other grades of hard hat for high temperature environments such as steel and glass manufacturing.

### Hazards minimised by Hard Hat use

Hard Hats used in Construction protect workers heads against falling objects and fixed or protruding objects

### How does the hard hat work?

The hard hats are made of a hard outer shell designed to take the initial impact, and an inner harness designed to absorb and spread this impact which minimizes the effects of force to the skull.

### Limitations

The hard hat is designed to minimize the effect of impact to the skull, they will not eliminate the effects. The wearer must always take care to check their environment for potential risks and hazards and if possible avoid working in situations where there is a risk of objects falling from above

### When do I wear a Hard Hat?

- You must wear a Hard Hat whenever working on a Construction Site where Hard Hats are required PPE on site.
- You must wear a Hard Hat whenever your risk assessment prior to commencing work indicates there is a risk of objects falling from above.

### How to wear your Hard Hat Correctly

- 1) Place the hard hat on top of your head and move hat around your head to assess how well it fits.
  - a. The hard hat cradle needs to be comfortable on your head and must sit snugly with total contact to your skull
- 2) Remove hard hat from your head if necessary and move the back strap of the cradle down to assist the hard hat to sit securely on the top of your head
- 3) Use the ratchet on the back strap to tighten the head cradle. This should be tightened so is snug on your head and not wobble around. It should not be so tight to cause you a head ache
- 4) We can get chin straps to assist the hard hat fitting properly if needed
- 5) Standard over the head ear muffs will not work with a hard hat. You will need ones to clip on to hard hat OR back of the neck type

- 6) Do not wear clothing items on your head as this will result in the harness cradle becoming ineffective
  - a. This includes hoods, baseball caps, thickly woven or heavily seamed beanies or balaclavas
  - b. Some hairstyles such as dreadlocks are also not recommended
  - c. If you need a beanie or additional sun protection for your face special types compatible with hard hats can be sourced. Please see your manager.

### **Looking after your hard hat**

- Store in a cool, dry environment, away from direct sunlight, heavy or sharp objects
- Keep away from chemicals including paints and thinners, solvent based adhesives (some stickers) and cleaning agents
- Clean by scrubbing and immersing in warm soapy water, and rinsing in clean warm water
- Sweat bands should be regularly replaced as required
- If the hard hat loses its glossy finish and appears chalky, the shell must be replaced

### **How to Safety Check your Hard Hat**

Site Safe recommends you check all Hard Hat components weekly for signs of dents, cracks, penetration and damage due to impact, rough treatment or wear.

A simple test for safety is to squeeze the sides of the hard hat together and listened and feel for signs of stress or cracking which would indicate brittleness and deterioration

According to Site Safe field tests have shown helmet shells last for three years from the issue date. Components of harnesses may deteriorate more rapidly in service and may need to be replaced at two yearly intervals.

On the inside of your hard hat there is a sticker with an issue date. Based on the components of the harnesses deteriorating at two years, DNA Electrical policy will be to replace your hard hat two years after the issue date (unless the hard hat requires replacement sooner as it is no longer safe for use).