

Louisiana State University

Office of Facility Services

Operating Instruction 4003C

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SUBJECT: HEAD PROTECTION

I. General

- A. All Facility Services personnel, contractors and visitors shall wear properly authorized head protection when a hazard has been defined and is known to exist. Examples of such hazards include falling or flying objects, low head clearance in tunnels and confined spaces, working near electrical lines, etc.

II. Definitions

- A. Head gear referred to as “bump hats” are prohibited. They will not adequately protect from electric shock or galling objects.
- B. Head protection (hard hats) must be ANSI Standard Z-89.1 approved and must meet both Class A and B requirements.
- C. Aluminum hats/caps are not authorized for any purpose

III. Selection

- A. Head protection equipment is manufactured with a wide array of options, such as hat or cap style hearing protection and goggles. All can be easily adapted to the head gear.
- B. Facility Services will issue a standardized cap style, white in color, ANSI approved hard hat that meets both A and B requirements, with the appropriate suspension system and accessories as needed.

- C. Refer to the Office of Occupational and Environmental Safety (OOES) Safety Manual-Section VI (Personal Protection Program), Section G-Head Protection at:

[http://appl003.lsu.edu/PubSafety/oes.nsf/\\$Content/VI.+Personal+Protection+Program?OpenDocument#VIG](http://appl003.lsu.edu/PubSafety/oes.nsf/$Content/VI.+Personal+Protection+Program?OpenDocument#VIG)

IV. Procedures

- A. Employees requiring head protection due to job hazards and the risk of head injuries will be furnished with a properly fitted hard hat suitable and appropriate for each particular job situation.
- B. The employee must wear and maintain the protective head gear within current industrial standards, such as but not limited to, the following maintenance, inspection and precautions:
1. The employee will inspect the hard hat and suspension for:
 - a. Dents, cracks or large gouges
 - b. High exposure to heat, chemicals, sunlight and cold as evidenced by flaking, dull color, brittle, etc.
 - c. Unauthorized repairs
 - d. Drilled holes or cut notches not installed during original manufacture
 - e. Frayed or cut straps
 - f. Torn headband
 - g. Torn adjustment slots
 - h. Loss of pliability
 2. Cleaning
 - a. Hard hat shell and suspension is to be washed with mild detergent to remove dirt and stains as required
 3. Wear
 - a. Hard hats are not to be worn with objects, such as baseball caps, inside the hat. Liners are available.

- b. Do not wear backwards
- c. Hard hats should be centered on head for proper protection
- d. Hard hats should not be tilted in an exaggerated manner in the front, back or side

4. Paint & Stickers

- a. Do not paint or apply stickers to hard hat
- b. Reflective strips, color coded hats and name tags are available and may be authorized by directors

V. Responsibilities

- A. Each employee is responsible for wearing and maintaining approved head protection as prescribed and directed.
- B. Each supervisor shall be held accountable to ensure that proper head protection is required and worn when the hazard or possibility of a head injury exists.
- C. Each department head shall ensure that this operating instruction is adhered to and enforced.