

Facilities Management Department  
Coppin State University  
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Policy Title: Hard Hat Policy  
Effective Date: May 19, 2011  
Last Review Date: May 12, 2011

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I. Purpose:

To provide protection from impact and penetration hazards caused by falling objects and from electric shocks and burns.

II. Regulations:

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

III. Policy:

A. Units required to use hard hats:

1. Facilities

- a. Directors
- b. Managers
- c. Carpentry
- d. Electrical
- e. Plumbing
- f. General Services
- g. HVAC
- h. Gardeners/Grounds

2. Capital Planning

- a. Project Manager

3. Every employee (any level) who enters a work area where potential injuries to the head exist.

4. All Contractors

IV. Responsibilities:

A. Directors, Managers and Supervisors of affected departments

1. Budgeting and managing sufficient funds to purchase hard hats for their employees who are required to use hard hats.

2. Ensuring compliance with all regulations, policies and procedures regarding the purchase, replacement and use of hard hats.

3. Ensuring that employees do not begin working and/or do not enter any area that requires the use of hard hats until they have received the required training and the hard hats have been obtained.

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4. Ensure that the hard hats adhere to ANSI Z89.1-2003

5. Ensure contractors know and apply this policy.

### B. Responsibilities of Employees

1. Shall comply with this policy and shall be responsible for those sections that address the use, maintenance, and use of hard hats.

2. Ensure the understanding of this policy. Any question should be directed to the Safety and Environmental Manager.

### C. Responsibilities of contractors

1. Shall comply with this policy and shall be responsible for those sections that address the use, maintenance, and use of hard hats.

2. Ensure the understanding of this policy. Any question should be directed to the Safety and Environmental Manager.

### V. 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. Objects or surfaces at head level
- c. Overhead work
- d. Mechanical and Electrical Rooms
- e. Sharp penetrating objects
- f. Electrical hazards

2. Tree trimming

3. Construction work

4. Maintenance work

5. Any area designated as a "Hard Hat Area"

6. Within a horizontal distance of 25 feet of where equipment is being lifted with an overhead lifting device

7. Working under emergency conditions

8. When deemed necessary by the Directors, Managers, Supervisors or Safety and Environmental Manager. Safety and Environmental Manager will be the governing authority.

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B. Maintenance and care of the hard hats

1. Hard hats shall be inspected daily. Look for signs of:

- a. Dents
- b. Cracks
- c. Penetration
- d. Worn or damaged suspension
- e. Any other damage due to impact, rough treatment or wear

2. Check expiration date. Replace if required.

C. OSHA requires that ALL PPE be worn as it was designed to be worn.

VI. Enforcement

Compliance of this policy is mandatory to all employees and all contractors on Campus. Inspections will be performed to ensure the compliance with this policy. This policy will be maintained and enforced by the Safety and Environmental Manager.

Signature: \_\_\_\_\_

 9/3/11  
Richard Siemer, V.P. Administration and Finance