

OPERATIONAL PROCEDURE EXE/OP- 10

HARD HAT



PURPOSE

The purpose of the Hard Hat procedure is to clarify and provide direction to Employees and Contractors as to the requirements of wearing a hard hat when working on a Shire controlled site.

GUIDELINE/PROCEDURES

All employees and contractors shall wear hard hats (bump caps permitted where noted) on Shire controlled sites when performing tasks that fit the following criteria:

- Performing pre-starts of mobile plant (bump caps permitted);
- Cutting or pruning of trees, tree limbs and overhead branches;
- Loading and Unloading pipes of any description;
- Working in, around or in the vicinity of powered mobile plant (within 25m of mobile plant undertaking construction tasks, bump caps permitted);
- Working in, around or in the vicinity of an Elevated Work Platform (within 25m);
- Working in, around or in the vicinity of a crane or vehicle loading crane (within 50m);
- Working at Heights;
- Grave Digging (bump caps permitted);
- At all times when an employee or contractor is at risk from being struck by a falling object; and
- At all times when instructed by shire site responsible person.

Field tests have shown that generally, helmet shells have a life of at least 3 years from the time of issue. Components of harnesses may deteriorate more rapidly in service and harnesses should, therefore, be replaced at intervals not longer than 2 years.

For helmets that are used infrequently and stored away from sunlight, dirt and temperature extremes, this guideline/recommendation may not be applicable. The user should examine the helmet regularly and discard if any damage is evident.

Extract of Australian Standard AS1800:1998

LEGISLATION

- *Reference Occupational Safety and Health Act 1984, and 2005 Amendments*
- *Occupational Safety and Health Regulations 1996, and 2005 Amendments Regulations*
- *Australian Standard AS1800:1998*

Related Policies:	OSH Policy	Related Procedure:	N/A		
Responsible Department:	Executive Services	Reviewer:	OSH Officer		
Initial Creation Date:	30/10/2019	Review Frequency:	Biannual	Next Due:	2021
Review Version	Version Date:	Synopsis:	Synergy Record No.		
Version 1	30/10/2019	New OP	NPP4326		