

<b>PROCEDURE FOR:</b>
<b>The use of hardhats in the workplace to protect against head injury when the risk of injury cannot be eliminated by other means</b>
<b>PROCEDURE No: 041                      REVISION: 0                      DATE 28/9/10</b>

PPE is a last resort method of risk protection and as such is used when a risk is present that can not be eliminated by other means.

Due to the nature of certain works it is a requirement that all staff wear appropriate hardhat protection to reduce the risk of head injury.

Permanent Lowry staff & regular casual staff are issued with a personal hardhat. This is supplied in good order and the member of staff whom it is issued to is responsible for maintaining it in good order and reporting any damage to their line manager.

There is also a stock of hardhats for use by less frequently employed casual staff.

Freelance staff and visiting companies are responsible for supplying their own hardhats however if they do not have their own they may access the pool stock of hardhats.

A log of hard hats will be held in the departmental log book.

Staff will be issued with basic instruction as supplied by the PPE manufacturer.

Staff are required to wear hardhats at all times when there is work taking place which could result in head injuries. This includes but is not limited to:

- Whilst working on stage during fit-ups and get-outs when overhead flying or rigging work is in progress
- Whilst positioned at the base of access equipment i.e. tallescope or ladders
- Whilst using a MEWP
- Whilst working under items such as steel decking or in a void with restricted headroom (a bump cap as apposed to a hardhat may also be used for this task)

Hardhats must also be worn at all times identified by either the Duty Technician/Supervisor or a member of Lowry Management i.e. the TM, TSM or Chief LX.

**Notes:** *To be read in conjunction with the appropriate risk assessments*