WEEKLY SAFETY MEETING
All Euramax Subsidiaries

HEAD PROTECTION

Safety Meeting Contents

- Meeting Notice
- Leaders Guide
- Employee Handout
- Employee Quiz
- Meeting Sign-In Sheet
- Employee Puzzle

PRIOR TO THE WEEKLY MEETING:

- Post the meeting notice by the timeclock
- Read through the Leaders Guide and Employee Handout to familiarize yourself with the topic for the week
- Make copies of the employee handout (one for each employee)
- Make copies of the employee quiz (one for each employee)
- Make copies of the weekly puzzle (one for each employee)

AT THE SAFETY MEETING:

- Pass around the meeting sign-in sheet – ensure all employees present at the meeting print and sign their names
- Pass out the employee hand-out
- Pass out the employee quiz
- Pass out the weekly puzzle
- Keep the meeting simple
- Encourage discussion and questions
WEEKLY SAFETY MEETING NOTICE

THIS WEEK, OUR SAFETY MEETING WILL COVER
HEAD PROTECTION

TIME: ____________________________________________

DATE: ____________________________________________

PLACE: ____________________________________________
HEAD PROTECTION

Leaders Guide

EURAMAX PROCEDURE REFERENCE:
B-1.3: Head Protection

MEETING OBJECTIVE:
Head injuries can be extremely serious. Protecting the head must be a safety priority for all your workers. The number of disabling head injuries could be drastically reduced if employees always wore the head protection required for the job. The purpose of this meeting is to make your employees aware of the hazards and teach them about the proper use and care of head protection.

MEETING PREPARATION:
Read the Euramax procedure, understand the contents, and ensure compliance.

Make a list of jobs at your facility that require the use of a hard hat and bring this list with you to the meeting.

Gather samples of the types of hard hats that are used at your facility. Bring them to the meeting.

Be prepared to discuss procedures for inspecting hard hats and the proper routines for care and maintenance.

Review the Employee Handout to see if there are any other materials you wish to bring to the meeting.

Use a flip chart during the discussion to write key points and employee responses. This technique visually reinforces your instruction.

MATERIALS CHECKLIST:
- List of jobs that require the use of a hard hat
- Samples of hard hats used
- Flip chart and marking pens

MEETING
INTRODUCTION
Head injuries can range from scrapes and cuts to concussions, fractures, and traumatic brain injury. A moment of carelessness, an oversight, or even a deliberate decision not to take the necessary precautions or wear the required head protection can have tragic consequences.
HEAD PROTECTION

Leaders Guide

Today we’re going to talk about the importance of head protection – when to use and how to care for it so that it does the job it’s designed to do.

The earliest known instances of head protection occurred in the beginning of civilization. Cave people used tortoise shells to cover their heads and the use of protective helmets was first documented in 1585 during the construction of the Vatican in Rome. Today’s hard hats are engineered to protect against a broad range of workplace accidents. But failing to wear and maintain a hard hat correctly can reduce the degree of protection and result in injury. Head injuries are no joke – they often can be disabling and even fatal. There are many instances each year of a worker’s life being saved by wearing a hard hat. Violations of OSHA’s PPE standard were cited 1,800 times in general industry in one recent year, with penalties totaling over $1 million.

OSHA’s “head protection” regulation doesn’t tell the whole story. The OSHA rule for head protection in general industry specifies two types of employees who are required to wear head protection:

- Those who work in areas where there is a potential for head injury from falling objects – such as under a crane.
- Those who are working near exposed electrical conductors that could contact the head.

“Physical contact” hazards trigger hard hat requirement. OSHA’s general requirement for PPE states that protective equipment shall be used “wherever it is necessary by reason of hazards of processes or environment” that could cause injury through (among other things) physical contact. More simply put, whenever there is a reasonable chance that someone could suffer a head injury, head protection should be required.

**Question:** When do you need to wear a hard hat?

**Answer:** When there is a potential of injury from falling objects

When your head could come in contact with electrical conductors

**Question:** What types of jobs might involve danger from falling objects?

**Answer:** (Consult the list of jobs requiring a hard hat that you prepared for the meeting.)

- When you’re working below other workers who are using tools and materials that could fall
HEAD PROTECTION

Leaders Guide

- When you’re working around or under conveyor belts that are carrying parts of materials
- When you’re working below machinery or processes that might cause materials or objects to fall
- When you’re working below a crane.

Discuss situations at your facility where employees might be exposed to energized conductors and need to wear head protection.

Question: What are the rules for proper use of a hard hat?

Answer:

- Don’t wear your hard hat on top of any other headgear.
- Make sure that the headband is adjusted correctly (so that the hat won’t fall off during work) and that your hat sits squarely on your head.
- Don’t drill ventilation holes in the shell.
- Don’t use your hard hat as a hammer, seat, water bucket, step stool, etc. Using your hard hat for anything but its intended purpose can weaken it – increasing your risk of suffering a disabling injury.
- Don’t leave your hard hat on the rear window or shelf of an auto or truck. Sunlight weakens the shell and affects its ability to protect your head.
- Don’t attempt to repair the shell of a hard hat once it has been broken or punctured.
- Don’t remove the suspension system for any reason other than cleaning.
- Don’t paint the shell. Solvents in the paint may soften the shell material or reduce its electrical insulating properties.

Question: You should inspect your hard hat daily for signs of damage. What should you look for?

Answer: (You may wish to demonstrate these steps on one of the hard hats you brought to the meeting.)

- Check the suspension system. Look for frayed, worn, or cut straps. Also make sure that straps are properly connected to the outer shell.
HEAD PROTECTION

Leaders Guide

- **Check the outer shell.** Make sure the shell of your hat doesn’t have any cracks or gouges. Also check for color changes, which might indicate that the shell material is weakening.

- **Check the hat’s flexibility.** Put your hard hat through this simple flexibility test:
  - Squeeze the hat inward about one inch and then let it go.
  - It should return to its original shape without cracking.

Tell employees that if a hard hat fails any part of this inspection they should *not* wear it.

Explain the proper procedure for reporting damaged or defective equipment and requesting a replacement.

**SUMMARY:**
If you go into an area where head protection is required without your hard hat, or if you perform a job that requires a hard hat and you don’t wear one, you’re taking an unacceptable risk. If you are unsure about whether you need to wear a hard hat in any given situation, ask before you start the job. Protecting your head is one of your key safety responsibilities.

**EMPLOYEE HANDOUT:**

A. Employee Handout
B. Confined Space Safety Quiz
C. Confined Safety Crossword
D. Confined Safety Word Search

**QUIZ ANSWERS:**

1. True
2. True
3. True
4. True
5. False
6. False
7. A and B
8. D
Your Hardhat Protects Your Head

A carpenter working for a building contractor didn't notice the uncovered floor opening. He stepped into it and fell down one story to the concrete floor below. He suffered several broken bones, and a head injury. The victim was not wearing a hardhat because his supervisor did not insist upon it. The broken bones eventually mended, but the head injury never did. Today he is not the same person he was before his accident - his mental capacity and his personality have been permanently changed.

An office worker was just making a quick visit to the plant to pick up time cards, so she did not bother putting on a hardhat. As she rounded the corner of a shelving unit, she bumped it. An improperly-stored machine part fell from an overhead shelf, striking her in the head. After the swelling went down and the stitches were removed, she was left with a jagged scar across her scalp and down her forehead.

Hardhats are designed to protect you from injuries such as these. If you work in an area where hardhats are required, by all means wear one to protect yourself from injury and death.

There are several kinds of head protection available for different work situations. There is the familiar hardhat, which comes in two basic styles. One is the full-brimmed style, which has a brim all the way around to give further protection to your neck, the sides and back of your head. The other is the cap style, with a brim in the front only. Both of these hardhats have a hard outer shell and an inner suspension system which functions as a shock absorber. These hardhats are made to protect from objects which might strike your head and cause impact or penetration injuries. They also protect your head in case of a fall. As well, hardhats may protect against other hazards such as sparks, harmful dusts and chemical splashes. Some hardhats are made of non-conductive material to protect you against electrical shock.

Another type of head protection is the bump cap. It is made of lightweight material and does not include the suspension system. It is intended to protect you only from minor hazards. There are some other kinds of head protection for certain situations, including full helmets, and hoods which also protect your face.

It is important to take good care of your hardhat. Check it daily for any signs of damage such as dents or cracks. Look for wear and tear on the suspension system. Wash it regularly in mild soap water, and never use solvents to clean it unless this practice is approved by the manufacturer. If your hardhat takes a severe impact, replace it because it may have received damage which you cannot see.

There are some standard excuses for not wearing a hardhat - it is too heavy, too hot, too cold or too bulky or even too ugly. But all of these excuses sound very flimsy when you consider how a hardhat can save your life. If your hardhat does not fit comfortably, find another one which does.

Ask anyone who has been saved by a hardhat - being alive and healthy means everything. It is certainly worth the little bit of trouble involved in wearing head protection.
HEAD PROTECTION
Employee Quiz

1. Head injuries can cause permanent disabilities.
   True or False

2. Hardhats should be worn by anyone entering a hardhat-required area, no matter how short the visit.
   True or False

3. Hardhats can protect you from injury and death.
   True or False

4. It is important to wear the correct hardhat for the particular type of hazard involved.
   True or False

5. A bump cap without a suspension system is designed to protect you from all hazards.
   True or False

6. When it comes to choosing a hardhat, good looks is the most important consideration.
   True or False

7. Certain hardhats are designed to protect against hazards such as:
   a. Electrical current
   b. Dusts
   c. The fashion police

8. Which of these is a good enough reason for not wearing a hardhat in a hazardous area?
   a. It's too heavy
   b. It gives you a case of hat head
   c. You forgot to put it on
   d. None of these

9. Do you always wear the required head protection for your job and recreational activities?
   Yes or No
**HEAD PROTECTION**

**Meeting Sign In Sheet**

<table>
<thead>
<tr>
<th>Location</th>
<th>MEETING DATE</th>
<th>MEETING CONDUCTED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CONTENTS OF MEETING**

(Attach Handouts, etc.)

<table>
<thead>
<tr>
<th>CONTENTS OF MEETING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**ATTENDEES:**

<table>
<thead>
<tr>
<th>Name (Print)</th>
<th>Signature</th>
<th>Name (Print)</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
HEAD PROTECTION
Employee Puzzle

Head Protection

The topic of this word search is head protection. See if you can find all the listed words within the puzzle. While you are searching, think about the words. They describe some of the hazards and safeguards relating to head protection.

FIT M N E M D F T H S W E A T B A N D
C O N T A C T C T G U I D E L I N E S B
C L X F I I Y R U C P H S M E N E K H U
U Q Y P G L K R O B A W H O M S C Z E M
D C L O O E R I U F O P F W K P K L L P
H T V Q G H R S U J M N M Z P E T A L C
A S S I G A G K S V N O I I L C N R E A
S L N P L Z N S U I E I C P A T O G H P
E A O R E A I T S N L S W J C I I E C E
L C I O S R Y L P S E S S F S O T N A L
U I S T V D L D E T C U T A L N A S D Y
R M U E J A F R N R T C A D A R C E A T
W E T C F K M E S U R N H J C E I S E S
S H N T S G U M I C I O D U E P F S H G
T C O I T C M E O T C C R S R O I A Q R
R B C O R O I M N I P L A T A R T L N E
A R P N I L K X B P O W O H A T T N C A A
P I M T K O A E S N O V F B I S E T E S
S M M V E R M R F A C E Z L O R D Z L E
H E A V Y H O T S I Z E S E N V I O C W

ADJUSTABLE  FALL  IMPACT  SCALP
BRIM  FIT  INJURY  SHELL
BUMP CAP  FLYING  INSPECTION  SIZES
CHEMICALS  GOGGLES  INSTRUCTION  STRAPS
CLASSES  GREASE  LACERATION  STRIKE
CLEAN  GUIDELINES  LARGE  STYLE
COLOR  HARDHATS  MAXIMUM  SUSPENSION
COMFORT  HAZARD  NECK  SWEATBAND
CONCUSSION  HEAD  PROTECTION
CONTACT  HEADACHE  REMEMBER
CONTUSION  HEAVY  REPORT
ELECTRIC  HOT  RISKS
FACE  IDENTIFICATION  RULES