



Title: Hard Hat Policy
Version: 1.3
Date: November 20, 2019

Document #: POL-001	Title: Hard Hat Policy	Version # 1.3
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Document	Rev #	Date	Originator	Details of Change
POL-001	1.0	2016-07-15	SQT	Original Draft
POL-001	1.1	2016-08-12	SQT	Updated title page, updated signature
POL-001	1.2	2018-10-02	SQT	Updated signature
POL-001	1.3	2019-11-20	SQT	Updated requirements for wearing hard hat to include working under reachstacker, and under raised forklifts

- Policy:** Certified Type II hard hats must be worn by all personnel
- While on board a vessel
 - While under the swing of the boom or adjacent to any working vessel regardless of the commodity being loaded.
 - While under raised forklifts (e.g. turning liners, tilt up plate car)
 - While under the Reachstacker head (e.g. loading gondola cars)

Purpose: The purpose of this policy is to minimize the potential frequency and severity of head injuries should they be incurred by employees.

Scope: This policy applies to all persons who are working in the areas detailed under Policy above, regardless of the vessel type or commodity being handled. Hard hats do not replace the need for other PPE and all other required PPE must be worn in conjunction with hard hats.

Responsibilities

Employee's Responsibilities:

- i. It is the employee's responsibility to wear a hard hat when required by this policy.
- ii. Although a hard hat may not be required by an employee for certain job functions, it is the employee's responsibility to maintain one at the site (in a vehicle, etc.) so that it will be readily available should it be needed.

Superintendent/Foremen's Responsibilities:

- i. It is the Supervisor's responsibility to see that employees wear hard hats when required. Disciplinary action, in accordance with this policy, may be taken against employees who fail to wear hard hats when required.

Squamish Terminals' Responsibilities:

- i. Squamish Terminals is committed to the development, continuous improvement and promotion of a safe and healthy workplace, within the standards of our industry and in compliance with legislative requirements. We are committed to the prevention of accidents and the protection of all our resources, including employees, visitors and physical assets.

- ii. As an employer, Squamish Terminals has a responsibility to be aware of what is happening in the workplace and to enforce this policy. The success of this policy; however, will depend on the thoughtfulness, consideration and cooperation of all employees. All of us share in the responsibility for adhering to and enforcing this policy.

Definitions:

Hard Hat: A Type II (Class E) protective helmet will be used to protect the head from injury by falling objects, impact with other objects, debris, bad weather and electric shock. Type II (Class E) is the industry standard.

Exceptions: There are no exceptions under this policy.

Maintenance of Head Protection

It is the employee's responsibility to ensure the safekeeping, maintenance and cleanliness of hard hats. If hard hats are damaged during use or sustain a blow, they should be turned into the employer and the employer will provide a replacement. The shell or suspension of the hard hat should not be altered or modified.

Color of Head Protection

There is no specific colour of hard hat designated for each employee group. Personal identification of hard hats may be placed on the inside of the hat.

Approved By:



Paul Morris
Terminal Manager