

NORTHWEST TERRITORIES & NUNAVUT

CODES OF PRACTICE

In accordance with the *Northwest Territories and Nunavut Safety Acts* and *Occupational Health and Safety Regulations*

PERSONAL PROTECTIVE EQUIPMENT HEAD PROTECTION



WSCC Workers' Safety & Compensation Commission | ᐃᖃᓐᓇᐃᖃᓐᓇᐱᓄᓐ ᐱᓕᓕᓇᖃᓐᓇ
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FOREWORD

The Workers' Safety and Compensation Commission (WSCC) produced this industry Code of Practice in accordance with subsections 18(3) and 18(4) of the Northwest Territories and Nunavut *Safety Acts*.

The WSCC gratefully acknowledges the Canadian Centre for Occupational Health and Safety (CCOHS) for information used in the *Personal Protective Equipment Protective Head Protection* Code of Practice.

The Code of Practice applies to all workplaces covered by the Northwest Territories and Nunavut *Safety Acts* and *Occupational Health and Safety Regulations*.

The *Personal Protective Equipment Head Protection* Code relates to section 4 and 5 of the *Safety Act* and sections 90, 94, 95 and 96 of the *Occupational Health and Safety Regulations*.

This code is in effect as published in the in the Northwest Territories *Gazette* and Nunavut *Gazette*, in accordance with the *Safety Acts and Occupational Health and Safety (OHS) Regulations*.

IN EFFECT DATES:

Northwest Territories: June 1, 2015

Nunavut: May 31, 2016

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Chief Safety Officer, WSCC

Disclaimer

This publication refers to obligations under the workers' compensation and occupational health and safety legislation as administered by the Workers' Safety and Compensation Commission.

To ensure compliance with legal obligations always refer to the most recent legislation. This publication may refer to legislation that has been amended or repealed.

Check for information on the latest legislation at wsc.nt.ca or wsc.nu.ca, or contact WSCC at 1-800-661-0792.

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1 INTRODUCTION

This Head Protection code of practice provides basic guidelines to ensure worker safety in the workplace through the use of personal protective equipment (PPE). If workers are at risk for head injury in the workplace, they are required by regulation to wear the appropriate headwear to protect themselves from hazards.

Employees and employers need to keep in mind that the head is the most vulnerable part of the human body. Workers must wear safety headwear to minimize exposure to specific occupational hazards such as injury from falling, flying or thrown objects or other harmful contact.

PPE cannot eliminate a hazard, but can reduce the risk of injury. This code provides clarity on regulatory requirement and general information on protective headwear.

Definition

Personal Protective Equipment (PPE) – any clothing, device, or other article for workers to use to prevent injury or to facilitate rescue.



Hearing Protection



Protective Footwear



Hand Protection



High-Visibility Clothing



Safety Helmet & Eye Wear



Safety Harness

PPE USAGE IS SPECIFIC TO EVERY WORK SITE AND JOB HAZARD ASSESSMENT

For more information see the PPE Codes of Practice and the [Hazard Assessment Code of Practice](#) at [wsc.ca](#)

2 REGULATORY REQUIREMENTS

By law, workers must use personal protective equipment in the workplace when it is required. Employer responsibilities include providing instruction on what PPE is needed, maintenance and cleaning of the equipment, and educating and training workers on proper use of PPE.

Occupational Health and Safety Regulations **Northwest Territories and Nunavut**

Part 3

General Duties of Workers

- 13.** A worker shall, in respect of a work site,
- (a) use safeguards, safety equipment and personal protective equipment required by these regulations; and
 - (b) follow safe work practices and procedures required by or developed under these regulations.

Supervision of Work

- 16.** (1) An employer shall ensure that, at a work site,
- (b) supervisors have sufficient knowledge of the following:
 - (iii) the need for, and safe use of, personal protective equipment,

Head Protection

- 94.** (1) If there is a risk of injury to the head of a worker, an employer shall
- (a) ensure that the worker is provided with approved industrial head protection; and
 - (b) require a worker to use it.
- (2) If a worker may contact an exposed energized conductor, an employer shall provide, and require the worker to use, approved industrial head protection that is of adequate dielectric strength to protect the worker.
- (3) If a worker is required by these regulations to use industrial head protection, an employer shall provide the worker with
- (a) a suitable liner if it is necessary to protect the worker from cold conditions; and
 - (b) a retention system to secure the industrial head protection firmly to the worker's head if the worker is likely to work in conditions that could cause the head protection to dislodge.
- (4) If visibility of a worker is necessary to protect the health and safety of the worker, an employer shall ensure that any industrial head protection provided to a worker under these regulations is fluorescent orange or some other high visibility colour.

- (5) An employer shall not require or permit a worker to use any industrial head protection that
 - (a) is damaged or structurally modified;
 - (b) has been subjected to severe impact; or
 - (c) has been painted or cleaned with solvents

Workers Using All-terrain Vehicles

- 95.** (2) An employer shall ensure that a worker who is required or permitted to travel in or on an all-terrain vehicle or a towed conveyance is provided with and required to use
- (a) approved head protection;
- (3) Paragraph (2)(a) does not apply if
- (a) the all-terrain vehicle is equipped with roll-over protective structures and enclosed by a cab that is an integral part of the vehicle; and
 - (b) the worker is provided with a seat belt secured to the vehicle and is required to use it.
- (4) If a worker is required by these regulations to use head protection while working in cold conditions, the head protection must be equipped with a suitable liner and a cold weather face guard.

Workers Using Bicycles

- 96.** An employer shall ensure that a worker who is required or permitted to travel on a bicycle is provided with and required to use approved head protection.

3 PPE AND HAZARD CONTROL

Decisions about PPE form part of the hazard assessment process, the standard work site approach to dealing with potential hazards. There are five basic ways to control hazards. These controls form a hierarchy. Elimination is always the first control to consider. After that, proceed down the hierarchy until the control of last resort, PPE.

THE FIVE BASIC WAYS TO CONTROL HAZARDS AND EXAMPLES:

1. **Elimination** (remove the hazard from the work site)
2. **Substitution** (use a less harmful chemical)
3. **Engineering** (isolate equipment/set guards)
4. **Administration** (provide training/maintenance)
5. **Personal Protective Equipment** (provide head protection)

The use of PPE does not prevent accidents or eliminate hazards. Make every effort to control all hazards at the source. Training is also important. PPE cannot achieve its full-protection potential without worker knowledge and cooperation.

Several controls may have to be put in place.

- Certain hazards may require multiple PPE solutions.
- **Working in Cold:** There are several liner models that you can add to your hard hat to protect yourself in winter. Winter liners can be worn directly on the head under the head band. If you want, you can find liners available on the market that also protect the neck, the nape of the neck, the cheeks, part of the face, the upper shoulders or all of these at once. (*Source: Protect Your Head, Human Resources and Skills Development Canada, 2004*)

Wearing PPE should not add to the hazard or create a new hazard.

- Using different types of protection at the same time, such as hard hat, ear muffs and goggles, should not increase the risk to the worker.
- Never modify your hat. For instance, if there is a hard hat available on the market that comes with welding goggles, it is safer to buy this type of hat. (*Source: Protect Your Head, Human Resources and Skills Development Canada, 2004*)

PPE design criteria cannot cover all eventualities.

- Do not use PPE when its usage creates hazards greater than those for which it is designed.
- Take uncertainties into account when evaluating potential hazards.

For more information see the WSCC [Hazard Assessment Code of Practice](#)

4 CSA STANDARD

The Canadian Standards Association (CSA) is an accredited standards development organization and certification body.

The standards they develop define requirements for reducing the risk of workplace injuries. Canadian Safety Standards can be found at <https://store.csagroup.org>

CSA Group test and certify products to Canadian standards and issue the CSA Mark for qualified products.



Identifying Mark of Approved Equipment

23. (1) This section applies in respect of equipment and personal protective equipment that is required by these regulations to be approved by an agency.

[NWT & NU Occupational Health and Safety Regulations, Section 23(1)]

CAN/CSA-Z94.1-15 (R2020)

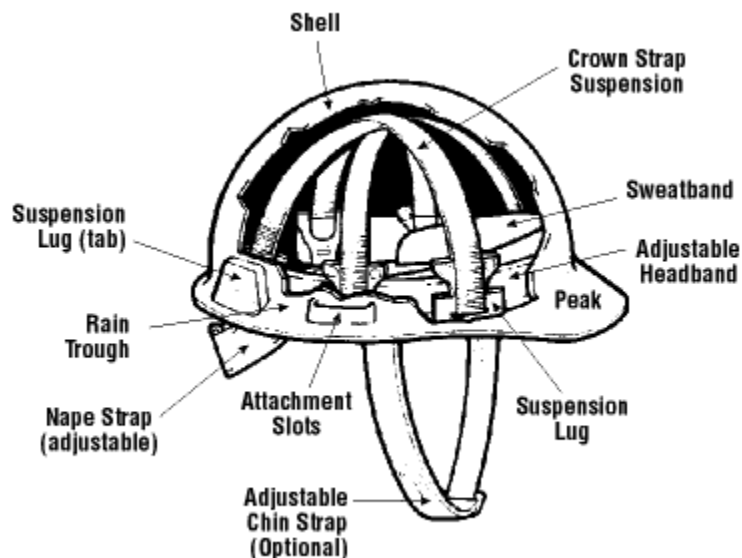
CAN/CSA	Stands for the Canadian Standards Association.
Z94.1	The coding refers to the standard on <i>Industrial Protective Headwear – Performance, Selection, Care, and Use</i>
2015	The last two digits indicate the year issued. Reaffirmed in 2020.

MAKE SURE YOU USE THE MOST UP-TO-DATE STANDARD

5 GENERAL INFORMATION

If you are at risk for head injury at your workplace, you should wear the appropriate head protection against impact and small flying or falling objects.

- If head protection is required, establish a complete safety protection program including selection, fit testing, training, maintenance and inspection.
- Choose the correct headwear for the job. Refer to CSA Standard Z94.1-15(R2020) *Industrial Protective Headwear - Performance, Selection, Care, and Use* or the legislation that applies in your jurisdiction.
- Classes of headwear can include:
 - Type 1 - protection from impact and penetration at the crown (top) only
 - Type 2 - protection from impact, penetration at the crown (top) and laterally (sides and back)
 - Each type is also available in the following classes:
 - Class E (20 000 V electrical rating) - provides head protection against high voltage conductors
 - Class G (2200 V electrical rating) - provides head protection against low voltage conductors (general trades)
 - Class C (no electrical rating)



- Headwear consists of a shell and the suspension. These parts work together as a system and both need regular inspection and maintenance.
- Do not transport headwear in rear windows of vehicles. Heat and UV light (including sunlight) can damage the material, making it brittle and less protective.
- Inspect headwear before each use.
- Always check with the manufacturer when adding or using accessories (non-metallic stickers, tape, bandanas, handkerchiefs, welder's cap, etc.).
- Inspect winter liners to ensure they do not interfere with fit of headwear.
- Do not draw the chin strap over the brim or peak of the headwear.
- Do not wear baseball style hats under the headwear as it interferes with the suspension.
- Only wear the hard hat with the peak at the back, if the suspension has been adjusted so the nape strap remains at the back of the head. Check with the manufacturer to ensure the headwear was designed to be worn this way.
- If high visibility headwear is required, consult with **CSA Standard Z96 High-visibility safety apparel for colour and retroreflective performance specifications**.
- Insect repellent or other chemicals can degrade the headwear material. Ask the manufacturer if the products are compatible.

Source: *Headwear*, <https://www.ccohs.ca/oshanswers/prevention/ppe/headwear.html>, *OSH Answers*, Canadian Centre for Occupational Health and Safety (CCOHS), *October 22, 2020*. Reproduced with the permission of CCOHS, 2022.

Also see the WSCC Code of Practice on [High-Visibility Apparel PPE](#)

6 USE AND MAINTENANCE

The care and maintenance of headwear are needed if the headwear is to protect as designed. Its lifespan is affected by normal use and by heat, cold, chemicals and ultraviolet rays. Clean the suspension and shell regularly with mild soap and warm water and/or according to the manufacturers' instructions.

HEADWEAR SHELL

The shell is rigid and light, and is shaped to deflect falling objects. Correct maintenance is important.

DO:

- Inspect and replace a shell that shows signs of wear, scratches or gouges. Shells exposed to heat, sunlight and chemicals can become stiff or brittle. A visible pattern of tiny cracks may develop. Over time, weathered hats can become dull in colour or have a chalky appearance.
- Replace headwear when any of the above signs of wear start to appear.
- Replace headwear that has been struck, even if no damage is visible.
- Remove and destroy any headwear if its protective abilities are in doubt.

DO NOT:

- Do not drill holes, alter or modify the shell. Alterations can severely affect the protection provided by the headwear.
- Do not paint the plastic shell. Paint solvents can make plastic headwear brittle and more susceptible to cracks. Paint can also hide cracks that may develop. Instead, use reflective marking tape to make numbers or symbols for identification purposes. Some headwear may be painted, but check with the manufacturer for approval.
- Do not use winter liners that contain metal or electrically conductive material under Class G or E headwear.
- Do not use metal labels on Class G or E headwear.

HEADWEAR SUSPENSION

The suspension system is as important as the shell. It holds the shell away from the head and acts as a shock-absorber. It also holds the shell in place on the head and allows air to flow freely.

- Adjust headband size so that headwear will stay on when the wearer is bending over, but not so tight that it leaves a mark on the forehead.
- Ensure that the suspension is in good condition. The main purpose of the suspension is to absorb energy.
- Look closely for cracked or torn adjustment slots, frayed material or other signs of wear such as dents, cuts, or gouges.
- Check the suspension lugs (tabs) carefully. Long periods of normal use can damage the suspension. Perspiration, hair oils, dirt, insecticides, hair sprays and hair treatments can speed up the deterioration of suspension materials.
- Replace the suspension if it has torn or broken threads.
- Only use liners if approved by manufacturer.
- Do not put anything between the suspension and the shell. There must be a clearance inside the headwear while it is being worn. In case of a blow to the head, that space helps absorb the shock.
- Do not use a suspension made by one manufacturer with products made by another manufacturer.
- Do not change or alter any of the suspension, liner or shell.

Source: *Headwear*, <https://www.ccohs.ca/oshanswers/prevention/ppe/headwear.html>, *OSH Answers*, Canadian Centre for Occupational Health and Safety (CCOHS), *October 22, 2020*. Reproduced with the permission of CCOHS, 2022.

Code of Practice

PERSONAL PROTECTIVE EQUIPMENT

HEAD PROTECTION

Workers' Safety & Compensation Commission
Northwest Territories and Nunavut

WSCC Emergency Reporting
24-hour Incident Reporting Line

1 800 661-0792

WSCC



If you would like this Code of Practice in another language, please contact us.