



**UNC**  
ENVIRONMENT,  
HEALTH & SAFETY


# Job Safety Analysis

Safety Information for The University of North Carolina at Chapel Hill

## Hard Hat Inspection



Title	Work Task	Hazards	Controls
Locate Hard Hat	Obtain hard hat from proper storage area	Slips, trips, and falls	Proper housekeeping around the facility
	Work Task	Hazards	Controls
Hard Hat Inspection	<p>Begin inspection on the PPE. The hard hat has two main components that lend themselves to a person's safety. These are the shell and the suspension.</p> <ol style="list-style-type: none"> <li>1. Check the hard hat shell for any cracks, holes, scrapes, or any other noticeable damage.</li> <li>2. Check the suspension for cuts, frayed straps, or other damage</li> <li>3. If the hard hat passes the visual inspection it is good to go</li> <li>4. If inspection is failed the hard hat needs to be taken out of service and replaced immediately</li> </ol>	Improper Inspection	Take time to do a thorough job on hard hat and all other PPE inspection

Work Task		Hazards	Controls
Donning and Use of PPE	Put on the hard hat and adjust for a good fit. Make sure the hard hat is sitting flat on top of the head and not lopsided to the front, back, or side. If worn improperly the hard hat is not as effective.  During wear, if the hard hat is damaged from a drop or hit from a falling object it may be damaged. If the PPE is damaged it should be replaced immediately.	Improper wear	Proper training and due diligence to suitably wear PPE
Doff PPE	Remove hard hat and store properly	Damaged PPE, improper storage area	Make sure that the hard hat is stored in a cool and dry area that is away from sunlight  If damaged, report it to a supervisor and replace the hard hat
<b>Training</b>	Supervisor led training for PPE		
<b>Created</b>	Cory Kirkland, Workplace Safety		
<b>Referenced Material</b>	UNC EHS PPE Policy: <a href="https://ehs.unc.edu/files/2015/10/ppe.pdf">https://ehs.unc.edu/files/2015/10/ppe.pdf</a> Safety Toolbox Talks: <a href="http://safetytoolboxtopics.com/PPE/hard-hat-101.html">http://safetytoolboxtopics.com/PPE/hard-hat-101.html</a> Stellar Industrial, "Taking Care of Your Hard Hat": <a href="http://www.stellarindustrial.com/customer/stinta/images/pdf/Hard_Hat_Life_Expentancy.pdf">http://www.stellarindustrial.com/customer/stinta/images/pdf/Hard_Hat_Life_Expentancy.pdf</a>		
<b>Contact Info</b>	For more information about this JSA and other JSAs, contact: <i>Department of Environment, Health and Safety</i> UNC-CH, 1120 Estes Drive Extension, Chapel Hill NC 27599 CB# 1650 (919) 962-5507 <a href="http://ehs.unc.edu">http://ehs.unc.edu</a>		<b>UNC</b> ENVIRONMENT, HEALTH & SAFETY