



OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP:12

Rev. No.: 00

Rev. Date: 10/01/2018

OCP No. : 12

SAFE USE OF HELMETS

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Purpose	To ensure safety during work at risk zone	Scope	ISG
Responsibility	Concerned HOD / Head/SOX		
Performance criteria	Exception points at management reviews		
Cross reference	OHSAS : 18001		

PPEs and Precautions

	Safety helmet, which should be good quality, genuine ISI marked and should be strapped tightly using chin strap and worn at all times in site.				
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Procedures and Controls

S. No.	Activity	Responsibility
1.	Ensure use of Safety Helmet by all the employees working at site and the persons visiting the site for protection against head injury	Concerned Supervisors
2.	Safety helmets shall conform to IS: 2925.	Safety Coordinator
3.	Safety helmet should be compatible with working requirements e.g.	Site Incharge
3.1	Helmet with chinstrap is useful for the person working in windy condition or repeated bending or looking upward.	Site HSE coordinator
3.2	✓ Helmet with head load ring is useful for the person carrying head load. ✓ Check the helmet regularly for any signs of damage or deterioration. Replace the helmet immediately in case positive signs of damage or deterioration are evident. ✓ Wear the helmet right way round. It does not give proper protection when worn back to front. ✓ Don't wear the helmet sloping up or down as it may significantly reduce the protection it may provide. ✓ Adjust the headband and the chinstrap so that there are no chances of the helmet falling down. ✓ Clean the helmet and its seat band regularly and change the sweatband when required. ✓ Never store the helmet in direct sunlight or excessive heat. Long-term exposure can weaken the shell quickly. ✓ Keep stock of helmets for visitors at site. Inspect the helmet before handing it over to a visitor.	Site HSE coordinator
3.3	Safety Helmets should be colour coded for better and quick identification	Site HSE coordinator

Site Safety department to ensure full helmet usage at site as per this OCP.

In addition, relevant records pertaining to actions taken to be prepared and kept.



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Records (sample):

Record Title	Record No.	Location	Responsibility	Retention Period
Helmet Procurement records and test certificates				
Helmet issue records				

Verification, Corrective and Preventive Action:

HOD / Site In-charge shall ensure effective implementation of the above procedure. In case of any deviation, shall take suitable corrective and preventive action.

Revision History

Revision Date	Revision No.	Old Text	New Text	Reason	Revised by (with sign)