

# Toronto District School Board

Operational Procedure PR600

Title: **USE OF HEAD PROTECTION DURING SKATING, SKIING AND SNOWBOARDING ACTIVITIES**

Adopted: January 19, 2010

Revised:

Authorization: Executive Committee

## 1.0 OBJECTIVE

To provide an indoor/outdoor management process to ensure the safety of employees while supervising activities on skating rinks and alpine facilities

## 2.0 RESPONSIBILITY

Executive Officer, Employee Services

## 3.0 PROCEDURES

- 3.1. All staff when on a skating rink or ski hills will wear the protective headwear to prevent an injury in the event of a fall.
- 3.2. Principals will ensure that the protective headwear (helmet) is provided. Staff are permitted to use their own.
- 3.3. Ski hill operators may also rent helmets to individuals. Principals will verify availability in advance.
- 3.4. Principals will ensure that staff wears the helmet as required.
- 3.5. Staff will use the head protection (helmet) that is required to be worn in accordance with Section 4.7.
- 3.6. Helmet Selection for Skating
  - (a) Only a certified Canadian Standards Association (CSA) hockey helmet is acceptable head protection for entering any ice surface.
  - (b) At no such time shall a teacher, educational assistant or any other staff member enter the ice skating area without a CSA approved helmet, except in the case of an emergency. Face masks, visors or shields are not required.
  - (c) Helmets should bear the manufacturer's identification, model identity, date code, size or size range, CSA – certification mark or identification, and a per-

manent warning on the exterior of the helmet about the limits of protection the helmet offers.

- (d) Never buy a used helmet. With older helmets the plastic may weaken and lose its ability to absorb impact, or the lining may deteriorate (Canadian Safety Council).
- (e) A hockey helmet should fit snugly to prevent any shifting and maximize protection.
- (f) The chinstrap should be adjusted so it gently makes contact under the chin when fastened.
- (g) With the helmet opened to its largest setting, the helmet should be downsized gradually until a comfortable, snug fit is achieved.
- (h) The helmet should rest on the head so that the rim is one finger width above the eyebrow and makes contact with the top of a person's head.
- (i) Inspect the helmet frequently for scratches, dents and cracks.
- (j) Replace the helmet if either the shell or the padding is cracked or damaged in any way, or if any of the attachment sites are damaged or broken.
- (k) Clean the helmet using only soap and water. Solvents can damage the shell and reduce its protective ability.
- (l) Do not apply stickers to the helmet's shell; the glue could damage it and void the manufacturer's warranty.
- (m) Replace the helmet every seven years.

### 3.7. Skiing and Snowboarding Helmet Selection:

- (a) Only a Snell S-98 or Snell RS-98 certified ski helmet is acceptable head protection for use in any alpine skiing facility.
- (b) At no such time shall a teacher, educational assistant or any other staff member engage in downhill skiing without an approved helmet, except in the case of an emergency.
- (c) Never use a bicycle or hockey helmet.
- (d) Helmets should bear the manufacturer's identification, model identity, date code, size or size exterior of the helmet and the limit of protection the helmet offers.
- (e) Never buy a used helmet. With older helmets the plastic may weaken and lose its ability to absorb impact, or the lining may deteriorate (Canadian Safety Council).
- (f) Good ski helmets are air vented and equipped with wicking liners to keep the head warm and dry as well as safe.

- (g) Without proper fit, maximum protection and comfort are compromised. The following must be exercised to ensure the correct fit:
  - (i) Using a flexible tape measure, measure the head from just above the eyebrow and around the rest of the head at its widest point. Determine circumference of head in centimetres and refer to the manufacturer's fit chart to determine proper size.
  - (ii) Place helmet on head and make sure there are three fingers width from bridge of nose to brim of helmet. The ideal position covers the forehead, as opposed to being worn further back on the head, which exposes the forehead in case of an accident.
  - (iii) Adjust and secure all straps and buckles to fit. Adjust the triangle wedge on the straps just below the ear to provide equal tension on both the front and rear straps that lead to the triangle. Then adjust the chinstrap to have a secure but comfortable fit around the chin, making sure it's not loose. Finally, fasten the chinstrap buckle, ensuring that it is clipped at all times during use.
  - (iv) With the helmet on and tightly fastened, make sure the helmet cannot be removed from the head or rolled backward or forward excessively. Make sure the chinstrap buckle is not resting on the jawbone. When properly fitted and adjusted, the ears should not be covered by any part of the straps. Make sure that you can see clearly and that your peripheral vision is not blocked.
  - (v) Once properly fitted, the helmet should fit comfortably but snugly.
- (h) For cleaning, use a soft cloth, mild soap, and water only.
- (i) The protection given by ski helmets may be severely reduced by the application of paint, cleaning fluids, chemicals and other solvents. Use only materials recommended by the helmet manufacturer.
- (j) The helmet will be damaged if exposed to temperatures exceeding 62°C (150°F). If damaged, the helmet must be destroyed and replaced immediately.
- (k) Never remove or modify the original elements that constitute the helmet. Never add accessories not recommended by the manufacturer, as it may risk cancelling the protective role of the helmet.
- (l) This helmet is made to absorb some of the energy of a blow. Even though damage may not be apparent, it is imperative that any helmet having suffered from an impact in an accident or having received a severe blow, deep scratches or other abuse, should be replaced. Although the damage may not be visible, it will be there. A helmet should be replaced after a few years of careful use and if it doesn't fit anymore.

### 3.8. Purchasing Head Protection

Head protection for on ice activities, alpine skiing or boarding is available through the purchasing department:

<http://tdsbweb/webdocuments/purchasing/docs/Athletic%20Supplies%20Uniforms%20and%20Equipment%20.pdf>

## **4.0 APPENDICES**

Appendix A: Excerpts from the *Ontario Occupational Health & Safety Act* and O. Reg. 851, Industrial Establishments

## **5.0 REFERENCE DOCUMENTS**

*Ontario Occupational Health & Safety Act*

O. Reg. 851, Industrial Establishments

Excerpts from the Ontario Occupational Health & Safety Act

Section 25(1)(9) An employer shall ensure that the equipment material and protective devices as prescribed are provided.

Section 25(2)(a) provide information, instruction and supervision to a worker to protect the health or safety of the worker;

Section 25 (2)(h) take every precaution reasonable in the circumstances for the protection of a worker;

Excerpts from O. Reg. 851, Industrial Establishments

79. A worker required to wear or use any protective clothing, equipment or device shall be instructed and trained in its care and use before wearing the protective clothing, equipment or device. R.R.O. 1990, Reg. 851, s. 79.

80. A worker exposed to the hazard of head injury shall wear head protection appropriate in the circumstances. R.R.O. 1990, Reg. 851, s. 80.