Hair Tied Back when Using Machinery

1. PURPOSE
   1. To reduce hair entanglement risk by requiring personnel to tie their hair back when using machinery.
2. SCOPE
   1. This SOP applies to all members of Fog City Rocketry who are working in the presence of moving machinery, including, but not limited to, rotating equipment, power tools, conveyer systems, and production machinery. Personnel with hair long enough to come down past the ears or to the eyes are most directly impacted.
3. RESPONSIBILITIES
   1. **Executive Responsible for Enforcement:** John Doe, Safety Officer.
   2. Management shall be responsible for ensuring personnel comply with this policy, providing regular training on this standard, and supplying necessary PPE including, but not limited to, hair ties.
   3. All personnel shall be responsible for complying with this policy, using hair ties and other means to secure long hair as appropriate, and reporting concerns to management.
4. PROCEDURE
   1. Terminology
      1. For the purposes of this SOP, the term “machinery” shall include any equipment where there is a risk of hair getting caught. This SHALL be understood to include, but not be limited to, rotating equipment, power tools, conveyer systems, and production machinery.
   2. Preparing for Work
      1. Prior to operating any machinery, personnel SHALL ensure that hair is properly tied back and secured away from the face and any machinery.
      2. Remove any hair accessories, like hairpins or clips, that may fall into machinery.
   3. Tying Back Hair
      1. Gather hair into a ponytail, bun, or other style such that it keeps all hair away from machinery and the front of the face.
      2. Avoid using metal hair ties or other accessories that present an electrical hazard near electrical machinery.
      3. Regularly inspect hair to ensure there are no loose strands that may be caught in machinery.
      4. Regularly inspect hair ties or other securement for signs of wear or damage. Replace damage hair securement immediately.
      5. Hair SHALL NOT be tied back in a way that prevents the effective use of other PPE, e.g., respirators.
   4. Maintenance
      1. A supply of hair ties and/or other securement SHALL be kept readily available in work areas. Damaged and worn hair securement SHALL be immediately replaced.
      2. Hair securement SHALL be kept in a warm and dry place, away from direct sunlight, to ensure effectiveness.
5. SAFETY
   1. Hair entanglement in machinery can lead to severe injuries, including scalp avulsion, lacerations, or fractures. These hazards can be prevented by tying back long hair.
   2. In the event of an incident involving hair entanglement, requisite first aid SHALL be immediately given to the victim. Emergency medical services SHOULD be called as necessary.
6. REFERENCES AND RESOURCES
   1. United States Department of Labor, Occupational Safety and Health Administration, “Personal Protective Equipment,” <https://www.osha.gov/sites/default/files/publications/ppe-factsheet.pdf>
7. REVIEW AND APPROVAL

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| **Step** | **Date** | **Done/Approved By** |
| Drafted | MAY 27, 2023 | Ethan Hanlon, CAO |
| Approved by Safety Officer |  |  |
| Approved by President/Committee |  |  |
| Effective |  |  |
| Revised |  |  |

1. REVISION HISTORY

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| **Version** | **Effective Date** | **Notes** |
| 1.0.0 | JUNE 1, 2023 | Original version |