



STAFF USE OF HEAD PROTECTION IN SPORTS

Responsibility:	<i>Superintendent, Human Resource Services</i>
Legal References:	<i>Board Policy 1002: Occupational Health and Safety Policy; Ontario Occupational Health and Safety Act.</i>
Related References:	<i>CSA Standard Z262.1; OPHEA Safety Guidelines; Parachute Canada Documentation</i>
Revisions:	
Reviewed:	<i>January 2016</i>

1. **Purpose**

To provide a procedure for the use of head protection for staff while participating in and supervising Board-approved activities.

2. **Overview:**

The Waterloo Region District School Board is committed to the health and safety of our staff while engaging in physical activities with students. This procedure outlines the head protection requirements for staff participating in sporting activities.

3. **Definitions:**

3.1 **Active Participation:** Implies that a staff member will be actively participating in the sport. The staff member would then be subject to the same or similar risks associated with the activity.

3.1.1 Please note: For skating activities, once the staff member boards the ice surface, they are actively participating.

3.2 **Alpine Activities:** Winter activities, including skiing and snowboarding.

3.3 **Head Protection ('helmet'):** A properly fitted Canadian Standards Association (CSA) or other recognized certification agency (e.g. Central European Norm, American Society of Testing Materials) approved helmet made specifically for the intended sporting activity (See Table 1). Examples include:

3.3.1 Ice skating: a properly fitted CSA certified hockey helmet.

3.3.2 Biking: a properly fitted CSA certified bicycle helmet.

3.4 **Skating Activities:** Sports activities performed on ice skating surfaces including ice skating, hockey and broomball. For the purposes of this procedure, broomball is included under skating activities.

4. **General Procedure:**

- 4.1 Head protection requirements for staff actively participating in Board-approved sporting activities are outlined in **Table 1: “Head Protection Requirements for Staff Participating in Sporting Activities”** of this procedure.
- 4.2 Where it is identified in Table 1 that head protection is mandatory (or when deemed mandatory by the Principal/designate), the Principal/designate will ensure that all staff participating in the activity wear the appropriate head protection, prior to participating in the activity.
- 4.3 Staff are required to use their own helmets or meet the requirements outlined in Section 6.2, provided the conditions outlined in this procedure are adhered to. Ski hill and sporting activity operators may also rent approved helmets to staff. The Principal/designate will verify availability of head protection in advance.
- 4.4 Staff will use the approved helmet as per manufacturer’s instructions and in accordance with this procedure.
- 4.5 For sports not identified in this procedure, the Principal/designate will assess the risk of head injury and where it is determined that staff could be exposed to a head injury, the Principal will direct staff to wear head protection appropriate in the circumstances.

5. **Additional Helmet Requirements by Sporting Activity:**

Table 1 identifies the specific helmet type and certification requirements for staff participating in Board approved sporting activities. The following section outlines additional requirements by sporting activity:

5.1 Winter Sports (Skating and Alpine Activities)

5.1.1 Skating:

- For staff participating in skating activities, refer to Table 1 for head protection requirements.
- Only a properly fitted and worn, certified CSA hockey helmet is acceptable head protection for entering any ice skating area. Face masks, visors or shields are required for participation in hockey games or scrimmages.
- It is the responsibility of the staff person to inspect his/her helmet for defects prior to wearing the helmet and participating in the sporting activity.
- At no time shall a staff person enter the ice skating area without an approved helmet (as identified in Table 1), except in the case of an emergency.
- Helmets must bear the manufacturer’s identification, model identity, and CSA-certification mark as identified in Table 1.
- Bicycle helmets and ski helmets are not acceptable helmets for ice skating.

General Skating Precautions:

- Only staff with experience and a comfort level in ice skating should enter the ice surface prior to participation.
- Skates should fit snugly around the ankle and be laced very firmly across the instep.
- Skates must be in good repair.
- Take extra caution when entering and exiting the ice surface.
- Yield right of way to skaters already on the rink when entering the skating surface.
- Skate in the same direction as the flow of traffic.

5.1.2 Alpine Activities (Skiing and Snowboarding):

- For staff participation in alpine activities, refer to Table 1 for head protection requirements.
- At no time shall a staff person participate in alpine activities without an approved

helmet (as identified in Table 1), except in the case of an emergency.

- Never use a bicycle or hockey helmet.
- It is the responsibility of the staff person to inspect his/her helmet for defects prior to wearing the helmet and participating in a sporting activity.
- Helmets must bear the manufacturer's identification, model identity, and a European or American certification mark or identification as identified in Table 1.
- Good ski helmets are air vented and equipped with wicking liners to keep the head warm and dry as well as safe.

General Skiing and Snowboarding Precautions:

- Only staff with experience and comfort level in skiing and snowboarding should participate in this activity during a board-approved event. New skiers/snowboarders should take lessons from a qualified instructor, prior to participation.
- Inspect ski equipment regularly to ensure it is in good condition.
- Stay in control and avoid icy hills.
- Ski in designated areas and trails that match your ability.
- Look out for other skiers and snowboarders on the slopes.
- Know your limits. Stop before you become fatigued.

5.2 Wheeled Activities (Bicycling, In-Line-Skating/Roller-skating, Skateboarding)

- For staff participation in wheeled activities, refer to Table 1 for head protection requirements.
- By law, in Ontario any person under the age of 18 must wear head protection while bicycling.
- At no time shall a staff person participate in wheeled activities without an approved helmet (as identified in Table 1), except in the case of an emergency.
- Helmets should bear the manufacturer's identification, model identity, date code, size or size range, and CSA-certification mark or other certification identification as described in Table 1.
- It is the responsibility of the staff person to inspect his/her helmet for defects prior to donning the helmet and participating in a sporting activity.

5.3 Field Sports (Baseball/Softball/T-Ball, and Football)

- For staff participation in field sports, refer to Table 1 for head protection requirements.
- At no time shall a staff person participate in field sports (identified in Table 1 or as required by the Principal/designate) without an approved helmet.
- Helmets should bear the manufacturer's identification, model identity, date code, size or size range, and CSA-certification mark or identification identified in Table 1.
- It is the responsibility of the staff person to inspect his/her helmet for defects prior to wearing the helmet and participating in a sporting activity.

5.4 Other Activities

- Refer to section 4.5 of this procedure.

6. **Supply and Purchase of Head Protection:**

- 6.1 Individual helmets will not be purchased for staff participating in sporting activities. It is the responsibility of the individual to provide his/her own helmet that meets the specifications outlined in this procedure.
- 6.2 For sporting activities where the school has purchased helmets for general population use (e.g. catcher and batter's helmets for baseball), staff may access and use the helmets provided they meet the requirements in Table 1.
- 6.3 It is the responsibility of the Principal/designate to ensure that where head protection is required, it is worn by staff as outlined in this procedure.

Table 1: Head Protection Requirements for Staff Participating in Sporting Activities

Sport Activity	Head Protection Requirements		
	Helmet Type	Certification Required	Mandatory or Recommended <i>(based on *active participation in sport)</i>
WINTER SPORTS (Ice and Snow)			
Skiing / Snowboarding	Ski or Snowboard Helmet	CSA Z263.1-2008, ASTM F2040, CEN 1077, Snell RS-98 or S-98	Mandatory
Sledding / Tobogganing	Hockey Helmet	CSA	Recommended <i>(Principal is to assess risk of head injury based on size and condition of hill and participants involved)</i>
Hockey	Hockey Helmet	CSA with compatible CSA-approved face mask, visor or shield	Mandatory
Skating	Hockey Helmet	CSA	Mandatory
WHEELED ACTIVITY SPORTS			
Bicycling (road, downhill, and low speed, scootering)	Bicycle Helmet	CSA, CSPC, Snell B-95, N-94, ASTM 1447, F-1898	Mandatory
In-Line Skating / Roller Skating	Bicycle Helmet, In-Line Skating or Skateboard Helmet	Recreational: CSZ, Snell B-95, ASTM F-1446/F-1447, CSPC Aggressive: ASTM 1492, Snell N-94	Mandatory
BMX Cycling	Off-Road Bicycle Helmet	CPSC, ASTM F2032 certification	Mandatory
Skateboarding	Skateboarding Helmet	ASTM F1492, Snell N-94, CEN certified	Mandatory
FIELD SPORTS			
Football	Football Helmet	NOCSAE ND002, ASTM F717	Mandatory
Baseball / Softball / T-Ball	Batter's or Catcher's Helmet	Batter: NOCSAE ND022, ND22, Catcher: NOCSAE ND024, ND24	Mandatory

* **Active Participation:** Implies that a staff member will be actively participating in the sport. The staff member would then be subject to the same or similar risks associated with the activity. For example, if a staff member is actively playing baseball he/she must wear either a batter's or catcher's helmet.

3.5 Please note: For skating activities, once the staff member boards the ice surface, they are actively participating.

Table Information Source: Think First Foundation, www.thinkfirst.ca (now 'Parachute Canada')