



## Procedure

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## 1.0 Purpose

The purpose of this procedure is to ensure that proper facial hair / long hair controls are in place for areas where hair may put a worker at risk.

## 2.0 Scope

This practice applies to all workers and visitors at the following:

- All in-service oil & gas production / processing sites and facilities (rigs, pipeline terminals, compressors, gas plants, refineries, etc.).
- All well sites, leases and right of ways where there is pressure to surface or work around pressurized systems.
- Any worksite where there is the potential for exposure to airborne dusts and chemicals that could have an adverse impact on worker health (herbicide spraying, catalyst handling, spray painting, etc.).

## 3.0 Hair and Facial Hair Expectations

### 3.1 Hazards

- Facial hair, even a single days' growth of stubble, can seriously reduce the effectiveness of the facial seal. Whiskers lying between the sealing edge of the respirator / resuscitator face piece and the skin can break the seal and cause leakage.
- Rotating or moving parts can catch hair and draw the operator in. Long hair which is not tied back may also hinder efficient donning of breathing apparatus.

### 3.2 Rules

#### 3.2.1 Facial Hair

Under this practice, facial hair on workers must meet the following criteria:

- Facial hair must be clean shaven.
- Sideburns must be above the lower level of the ear lobes.
- Moustaches are allowed as long as they do not extend more than 254 mm or 1 inch past the corners of the mouth.
- Facial hair grown below the bottom lip and above the chin must not extend to the point where it interferes with the respirators chin seal.

#### 3.2.2 Long Hair

Long hair (hair extending below the top of the shoulders) must be secured when working in hazardous areas or around rotating equipment. Site specific procedures will outline the method of hair containment as it relates to the site and task hazard assessments.

### 3.3 Exceptions

#### 3.3.1 Administrative Areas

The above rules do not apply to areas whose primary function is administrative or residential (offices, warehouses, camps, etc.). If there is a work activity underway in an administrative area that could lead to exposures as identified in 2.0 Scope, the Rules as listed in 3.2 Rules apply. Calgary, or local office personnel, whose normal work duties include occasional field / work site visits are subject to the Rules as listed in 3.2 Rules. If administrative work is required in areas outlined in 2.0, a specific hazard assessment for the administrative tasks must be written and a competent employee must accompany the administrator for the entire duration of the task.

### 3.3.2 Tours

Site tours are exempt from the above Rules as follows:

- Vehicle Tours – persons on an escorted vehicle tour are exempt from the Rules as long as they do not exit the vehicle during the tour.
- Special Tours – escorted special tours may be exempted from the above rules at the discretion of the Site Manager. For the exemption to be valid, a hazard assessment for the tour must be completed and reviewed with the tour participants.

### 3.4 Enforcement

Workers and visitors that do not comply with this Procedure will not be allowed access to Husky work sites or will be asked to leave the site until they are in compliance. Repeated violations of this Procedure may result in other disciplinary measures as appropriate.

## 4.0 Document Accountability and Responsibility

If you have questions, comments or suggestions regarding this document please contact one of the positions identified below, which is held by the related person identified on the coversheet.

Role	Position title	Coversheet approval role
Process Owner	Manager, Occupational Safety	Approver
Quality Assurance	OI Project Coordinator	QA Reviewer
E2 Network Rep	Team Lead, Safety & Loss Prevention	Checker
Document Owner/ Process Steward	Safe Operations Lead	Originator

## 5.0 Definitions and Acronyms

The table format below provides terminology that needs a more thorough definition.

Term	Definition
-	-

Table 1: Terms and Definitions

## 6.0 Governing and Reference Documents

### 6.1 Governing Documents

The following documents should be referenced to provide internal governing and external regulatory context for the content of this document.

Governing Document	Document Title
Policy	1.04 Health Safety and Environment
Corporate Standard	Safe Operations
Industry Standard / Regulation	<a href="#">Alberta OH&amp;S Code part 18 sec 250(2) Personal Protective Equipment – Effective facial seal</a>
Industry Standard / Regulation	<a href="#">British Columbia OH&amp;S Regulation part 8.10I Personal Protective Clothing and Equipment</a>
Industry Standard / Regulation	<a href="#">Saskatchewan OH&amp;S Regulation part VII 88(1)(iii) Personal Protective Equipment – Respiratory Protective Devices</a>

Governing Document	Document Title
Industry Standard / Regulation	<a href="#">U.S. Occupational Safety and Health Administration Standard 1910.134(g)(1)Respiratory Protection – Face piece seal protection</a>

Table 2: Governing Documents

## 6.2 Reference Documents

The following documents should be referenced to provide context for the content of this document.

Reference Document	Document Title
Process Shapes	HOIMS Visio Diagram Shape Definitions

Table 3: Reference Documents

## Appendix - A RACI and Process Role Assignment Guide

### 1 RACI

The definition of RACI is Responsible, Accountable, Contributes and Informs. The RACI chart should be completed and detailed for every process stated in this document for all roles represented in this document.

Tasks		Roles			
		Operational Authority	Worker	Admin Worker	Safety Advisor
R = Responsible (does the task) A = Accountable (for task) C = Contributes or Consulted I = Informed					
Hair and Facial Hair Procedure					
1	Exemption 3.3	A	R	R	C
2	Hazard Assessment per 3.3	A	R	R	C
3	Safety Person Required (Admin Work Only) 3.3	A/R	-	R	C
4	General Work authorization-Hair Identified	A	R	-	I

Table 4: RACI

### 2 Accountability Role Assignment Considerations

This section will provide some General Guidelines for role assignment and some specific cases related to the Processes detailed in this document.

#### a) General Role Assignment Guidelines

The assignment of positions for these roles is very dependent on the Organizational scope of the document in question. This table indicates how (on what basis) a role is assigned and does not list the actual responsibilities of the role.

Role	Assignment Considerations	Possible Positions
Exemptions	Provide exemption criteria per 3.3.1 and 3.3.2	Superintendent, Foreman, Lead Operator, Operator in charge of writing hazard assessment and permit.

Table 5: General Role Assignments

## Appendix - B Versioning History

Revision Number	Date (drop down pick list)	Reason for Change – highlight what changed in document
1.1	8 July 2013	Issue first draft of document
1.2	9 July 2013	Updates following revision and convert to 2013 HOIMS Template
2.0	25 July 2013	Final Issue
3.0	23 Aug 2017	Revision 3.0 published – Issued for Use, no changes to content of procedure
4.0	30 July 2018	Issued for Use: reissued with no significant changes from 3.1. Refer to the notice on the cover page. Note: R2.0 checker and approver signoffs apply.

Table 6: Versioning History