

**New Starts – RED HAT System**Date Issued **April 2008**Review: **3 Yearly**Doc.Ref. **R02/Rev 0****Introduction**

1. The Group operates a RED HAT system to enable the easy identification of new starts, the purpose of which is to ensure adequate and appropriate supervision to ensure maximum safety for the individual.

**Applicability**

2. All new starts who will carry out operational construction work are required to wear a red hard hat as follows:
  - **New to utility construction industry:** for a period of 6 months from commencement of employment.
  - **Experienced utility construction workers:** for a period of 3 months from commencement of employment.
3. This requirement does not include members of the Turriff Group that transfer from one role to another, providing the former role involved construction work.
4. This requirement does not apply to contractors.

**Administrative procedure**

5. The HR Manager will be responsible for establishing which new starts require to be issued with a red hard hat, and whether they are to retain it for 3 or 6 months.
6. The HR Manager will notify the Transport & Plant Manager of the specific PPE requirements.
7. The Transport & Plant Manager will ensure that a red hat is included with the PPE pack to be issued at Induction, and that sufficient stocks of red hats are made available.
8. The person delivering the Induction training will ensure that the red hat system is explained.
9. The HR Manager will notify the individual's Line Manager 4 weeks before the date on which the red hat is due to be replaced with a white hat.

10. The Line Manager will be responsible for ordering a replacement white hat.
11. The Line Manager will be responsible for reviewing the safety performance of the individual and interviewing them at the 3 or 6 month point as appropriate.
12. If safety performance has been satisfactory the Line Manager will collect the red hat and issue the white hat at this interview. Red hats are to be returned to the storeman.
13. If safety performance is considered by the Line Manager to be unsatisfactory the matter should be raised with the HR Manager and Operations Director, and the change to white hat should be delayed.
14. If it is decided to increase the length of time that the individual is required to retain the red hat this must be formally communicated to the individual and the HR Manager.

### **Right of Appeal**

15. If an individual wishes to appeal against a decision to prolong their retention of the red hat they are to raise the matter with their Line Manager, who will then involve the HR Manager to ensure that the appeal is dealt with in accordance with HR protocols.