



ADMINISTRATIVE PROCEDURE

HAIR LENGTH, LOOSE CLOTHING AND JEWELRY SAFETY

2804.2

Procedure No.

August 23, 2019

Date

- I. **PURPOSE:** To provide guidelines pertaining to hair length, clothing and jewelry safety around moving machinery so that students and employees are not at risk or exposed to personal injury due to the individual's hair length, loose clothing and/or jewelry.
- II. **POLICY:** Board of Education Policy 2801 on Safety Programs states that the Board of Education is committed to providing an accident-free environment for students, employees, and visitors. Employees and students must report any hazardous or unsafe conditions to an administrator immediately. The administrator will immediately notify the appropriate staff to eliminate all unsafe conditions.
- III. **BACKGROUND:** When students and employees are performing duties in a shop area with moving machinery, there is the ever present danger of their hair, loose clothing and/or jewelry becoming entangled in moving machinery. It is imperative that existing hazards be controlled or eliminated and proper operator training be provided when working in shop areas or operations.
- IV. **PROCEDURES:**
 - A. Students and employees whose noted hair length may be a source of injury, as determined by the instructor or supervisor, will not be allowed to work on moving equipment. The instructor or supervisor will instruct the student or employee to arrange his or her hair in a safe fashion to avoid injury.
 - B. Students and employees who are wearing loose clothing or jewelry that may be a source of injury as determined by the instructor or supervisor, will not be allowed to work on moving equipment. The instructor or supervisor will instruct the student or employee to replace the loose clothing with fitted clothing and/or remove the jewelry.
- V. **MONITORING AND COMPLIANCE:**

The Safety and Security Services Office will be responsible for monitoring and compliance with this procedure.
- VI. **LEGAL REFERENCES:**

Annotated Code of Maryland, Labor and Employment Article § 5-503
- VII. **RELATED PROCEDURES:** Administrative Procedure 2801, Safety



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Program Responsibilities.

- VIII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures will be reviewed annually by the Division of Supporting Services, Administrative Safety Committee.
- IX. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 2804.2, dated July 1, 2008.
- X. **EFFECTIVE DATE:** August 23, 2019

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11