

Appendix C

Guidelines for complying with PPE requirements

Supervisors can use this optional checklist to help comply with the PPE requirements at your work place. You can use the available tools in the far right column to help you accomplish the step. Check off the boxes in the far left column as you complete each step.

Initial Steps		
Done	Step	Tools
<input type="checkbox"/>	Do a work place walk-through and look for hazards (including potential hazards) in all employees' work spaces and work place operating procedures.	PPE Hazard Assessment (form forthcoming as Appendix A)
<input type="checkbox"/>	Consider engineering, administrative, and/or work practice methods to control the hazards first. Identify those existing/ potential hazards and tasks that require PPE.	
<input type="checkbox"/>	Select the appropriate PPE to match the hazards and protect employees.	
<input type="checkbox"/>	Communicate PPE selection to each at-risk employee. Provide properly fitting PPE to each employee required to use it.	
<input type="checkbox"/>	Train employees on the use of PPE and document it.	PPE Training Certification Form
<input type="checkbox"/>	Test employees to make sure they understand the elements of the PPE training.	
Follow Up Steps		
<input type="checkbox"/>	<p>Follow up to evaluate effectiveness of PPE use, training, policies, etc. against the hazards at your work place.</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No All employees have been trained</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No Employees are using their PPE properly and following PPE policies and procedures</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No Supervisors are enforcing use of required PPE</p> <p><i>(If you checked any No boxes, go back through the steps and correct the deficiencies.)</i></p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No Have things changed at your work place? (e.g., fewer injuries/illnesses)</p>	