Checklist for Complying with PPE requirements

Use this checklist to help you comply with the PPE requirements at your work place.

Done	STEP
O	Do a work place walk-through and look for hazards (including potential hazards) in all employees' work spaces and work place operating procedures.
O	Consider engineering, administrative, and/or work practice methods to control the hazards first. Identify those existing/ potential hazards and tasks that require PPE.
O	Select the appropriate PPE to match the hazards and protect employees.
O	Communicate PPE selection to each at-risk employee. Provide properly fitting PPE to each employee required to use it.
O	Train employees on the use of PPE and document it.
O	Test employees to make sure they understand the elements of the PPE training.
O	Follow up to evaluate effectiveness of PPE use, training, policies, etc. against the hazards at your work place. OYes ONo All employees have been trained OYes ONo Employees are using their PPE properly and following PPE policies and procedures OYes ONo Supervisors are enforcing use of required PPE *(If you checked any No boxes, go back through the steps and correct the deficiencies.)* OYes ONo Have things changed at your work place? (e.g., fewer injuries/illnesses)