PPE Program Compliance Checklist

Part 1. Personal Protective Equipment Hazard Assessment

☐ Survey the workplace and identify tasks/jobs that require personal protective equipment (PPE). Include all tasks that require PPE. Sample PPE assessments are viewable on the ORCBS web site.

☐ Identify potential hazards associated with each task using the Personal Protective Equipment Survey and Analysis Checklist (page 26) for guidance.

☐ Indicate the required PPE on the PPE Hazard Assessment Certification Form.

☐ Complete the PPE Hazard Assessment Certification Form (page 28) and sign it.

☐ Maintain copies of the PPE Hazard Assessment Certification Forms with your Chemical Hygiene Plan (for laboratories) or with your Hazard Communication Program (for non-laboratory areas).

Part 2. Employee Training

☐ Identify the PPE online training modules required for your employees. Employees need only take those modules for the PPE that they use.

☐ Eye and face ☐ Gloves ☐ Foot protection

☐ Body protection ☐ Head protection

☐ Distribute to employees, copies of your PPE Hazard Assessment Certification Forms.

☐ Instruct employees to take the ORCBS online PPE training for the modules required for their job.

☐ Provide site specific training for your employees. Include the following topics:
  • What type of personal protective equipment is necessary for each job;
  • How properly to don, doff, adjust and wear personal protective equipment;
  • How to obtain PPE
  • Departmental cleaning, maintenance and replacement procedures.

☐ Use the MSU Certification of Personal Protective Equipment Training Form on page 21 to document training. Maintain this record with your PPE assessments.