

Safety Resources from **KEMI**

Guidelines for complying with PPE requirements

Use this checklist to help you 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.

| Done | STEP | Tools |
|------|--|--|
| | Do a work place walk-through and look for hazards (including potential hazards) in all employees' work spaces and work place operating procedures. | Checklist #1: PPE Hazard Assessment or Checklist #2: JHA PPE Hazard Assessment |
| | Consider engineering, administrative, and/or work practice methods to control the hazards first. Identify those existing/potential hazards and tasks that require PPE. | |
| | Select the appropriate PPE to match the hazards and protect employees. | |
| | Communicate PPE selection to each at-risk employee. Provide properly fitting PPE to each employee required to use it. | |
| | Train employees on the use of PPE and document such training. | PPE Training Certification Form |
| | Test employees to make sure they understand the elements of the PPE training. | Sample PPE Training Quiz (optional) |
| | <p>Follow up to evaluate effectiveness of PPE use, training, policies, etc. against the hazards at your work place.</p> <p>Yes No All employees have been trained</p> <p>Yes No Employees are using their PPE properly and following PPE policies and procedures</p> <p>Yes No Supervisors are enforcing use of required PPE (If you checked any No boxes, go back through the steps and correct the deficiencies.)</p> <p>Yes No Have things changed at your work place? (e.g., fewer injuries/illnesses)</p> | |

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