

# 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
  - Body protection
  - Gloves
  - Head protection
  - Foot 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.