Checklist for Complying with PPE requirements

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

Done	STEP
	Do a workplace walk-through and look for hazards (including potential hazards) in all employees' workspaces and workplace operating procedures.
	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 it.
	Test employees to make sure they understand the elements of the PPE training.
	Follow up to evaluate effectiveness of PPE use, training, policies, etc. against the hazards at your workplace. ☐ Yes ☐ No All employees have been trained ☐ Yes ☐ No Employees are using their PPE properly and following PPE policies and procedures ☐ Yes ☐ No Supervisors are enforcing use of required PPE *(If you checked any No boxes, go back through the steps and correct the deficiencies.)* ☐ Yes ☐ No Have things changed at your workplace? (e.g., fewer injuries/illnesses)