PPE Checklist Meeting Kit

WHAT'S AT STAKE?

Safety managers/supervisors use Personal Protective Equipment (PPE) checklist to:

1. ensure staff are using the right equipment;
2. ensure that accidents or fatalities are reduced or eliminated.

Rationale: Protect employees by controlling hazards at the source.

WHAT'S THE DANGER?

Due to the absence of PPE or failure to wear PPE, accidents frequently occur. The purpose of PPE is to reduce unnecessary exposure for employees to hazards, particularly, when it is not feasible or effective by employing engineering and administrative controls.

HOW TO PROTECT YOURSELF

PPE includes protective helmets, eye protection, high-visibility clothing, safety footwear, safety harnesses and, sometimes, respiratory protective equipment.

1. **Head Protection**

Hard hats are common on construction sites. They are designed to protect against flying or falling objects that would otherwise impact or penetrate the worker. Some hard hats are equipped with accessories such as face shields and earmuffs. Hard hats should be well-fitted; those that are too large or too small are inappropriate for use.

2. **Eye and Face Protection**

Eye and face protection are equally as important as head

protection. Safety goggles, spectacles and full face shields can give you the protection needed for the eyes and face. Metal work, wood-work, hot-work and air-tool operations all require this type of protection. General laborers can also benefit from safety goggles since there is usually debris on construction sites.

3. **Respiratory Protection**

Respiratory protection is vital on sites where toxic substances are present. **Sometimes what you can't see *can* hurt you.** Respiratory protections like respirators are designed to protect you from dust, fumes, paint spray, pesticides and other dangerous substances that could cause permanent impairment. Respiratory protection should be used in environments with air contaminants. In work environments, respirators are relied upon when adequate ventilation is unavailable or other engineering control systems are not feasible or inadequate.

PPE HANDBOOK

The PPE checklist can be accessible for easy reference by supervisors/workers on the job site.

Examples

Head PPE

Danger from falling, flying or thrown objects, or other harmful head contact.

- Is the proper PPE available and used? (hard hat)
- Has the PPE been replaced as suggested by the manufacturer (usually annually for the suspension and every 5 years for the shell)?

Eye/Face PPE

Flying particles, dust, hazardous chemicals, extreme heat or light.

- Is proper PPE available and used? (e.g. safety goggles, face shields, UV protective glasses, welding shield)
- Does the PPE fit and is it in good condition?

Respiratory PPE

Irritating dust particles or toxic fumes in the work area.

- Is there a respiratory protection program in place that includes annual fit testing?
- Is the proper PPE available and used? (e.g. dust masks, respirators, supplied-air respirators)
- Has the wearer been fit-tested in the last year?

Hearing PPE

Continuous exposure to loud noises or sudden loud noises.

- Is proper PPE (ear plugs, ear muffs) available and being used?

Hands/ Extremities

Hands, arms, feet and legs work involving pinch-pints, irritating, chemicals, extreme hot/cold or danger of injury to feet/toes.

- Is the proper PPE used e.g. long sleeves, feet/toes, chaps, work gloves, steel-toed boots)?

Musculoskeletal

Work that require continuous lifting, twisting or bending.

- Mechanical aids used, or proper lifting techniques followed to prevent musculoskeletal injury

Falls from Heights

Work performed at heights where a person could be injured by a fall.

- Is proper PPE available and used? (fall prevention or fall

arrest systems)

4. **Hand and Skin Protection**

Occupational skin diseases such as contact dermatitis, skin cancers, and other skin injuries and infections are the second most common type of occupational disease and can be very costly. Because a lot of work is done with the hands, gloves are an essential item in providing skin protection. Some examples of gloves commonly used as PPE include rubber gloves, cut-resistant gloves, chainsaw gloves and heat-resistant gloves. Using gloves helps to avoid hazards usually involved when working with chemicals, glass, sheet metal, electricity, hot materials or slippery objects.

5. **Hearing Protection**

Industrial noise is often discounted as an occupational hazard since it isn’t visible to the eye. The Occupational Safety and Health Administration establishes occupational noise exposure standards. NIOSH recommends that worker exposures to noise be reduced to a level equivalent to 85 dBA for eight hours to reduce occupational noise-induced hearing loss. Earplugs and earmuffs are common hearing protection tools. It is important to note that earmuffs are more effective in reducing high-frequency noise while earplugs are more effective for reducing low-frequency noise.

FINAL WORD

Using PPE, and wearing it properly, is vital to avoid unnecessary injury in the workplace. Choosing not to wear PPE can be dangerous especially when it could save your life.