

Based on the hierarchy of controls, PPE is a last resort. Personal protective equipment alone should not be relied upon to provide protection against hazards but should be used in conjunction with engineering controls, administrative controls, and procedural controls.

This document addresses eye, face, head, hand, foot, torso, respiratory, noise, and fall protection. It will serve as the Personal Protective Equipment (PPE) Certification document required to satisfy the state requirements of the CA Occupational Safety and Health Administration (Cal/OSHA) Standard, 3380, Personal Protective Devices.

### General Guidelines

The PPE Hazard Assessment can be conducted for an area, a job category or for an individual by selecting and filling in the appropriate box. The assigned evaluator shall include their name, department/division being assessed, and the date. Completed assessments must be accessible to employees and updated when needed.

### **PPE HAZARD ASSESSMENT INSTRUCTIONS**

#### **STEP 1:** Inform affected employees of the process

Affected employees from each work area being assessed should be involved in the process. Discuss the reasons for the survey and the procedures being used for the assessment. Review the job procedures, potential hazards and the PPE currently in use.

#### **Step 2:** Review data:

Reports of work-related injuries or illnesses, near-miss events and reported safety concerns are sources of data that can provide helpful information for assessing hazards.

#### **Step 3:** Conduct Survey:

The purpose of the survey is to identify sources of hazards to employees. Consider a walk through to observe the following: layout of the workplace, location of the employees, work operations, hazards and places where PPE is currently used including the device and reason for use.

Using the form, check the type of hazard(s) present within each section by body part. Further descriptions can be provided in the adjacent box.

Consideration should be given to the following basic hazard categories:

1. Impact (falling/flying objects)
2. Penetration (sharp objects piercing)
3. Compression (roll-over or pinching objects)
4. Chemical exposure (inhalation, ingestion, skin contact, eye contact or injection)
5. Temperature extremes (heat/cold)
6. Dust/flying debris (blowing, grinding, chipping, sanding, etc.)

7. Fall (slip/trip, scaffolds, elevated work)
8. Radiation (non-ionizing: UV/IR/light, welding, brazing, cutting, etc.)
9. Noise (mechanical rooms, machines, tire machines, jackhammers, etc.)
10. Electrical (shock, short circuit, arcing, static)

**Step 4:** Select PPE:

After considering and/or planning for other controls, select the PPE which provides the minimum level of protection required to protect employees from the hazards. Using the form, note the appropriate PPE in the required PPE box. For help with proper PPE selection, consult the Safety Officer.

**Step 5:** Make Document Accessible:

Once completed, signed and dated, send copy (hard or electronic) to the Safety Officer for employee personnel file. Additionally, store the form either electronically or as a hard copy in a location easily accessible to employees.

**Step 6:** Revise Protocol:

Update departmental protocols with the new or modified PPE requirements if applicable.

**Step 7:** Reassess the workplace as necessary by identifying and evaluating:

1. New equipment and processes
2. Accident records
3. Suitability of previously selected PPE

See the attached PPE Hazard Assessment Certificate.

The HR/Safety office can be reached at 662.6506 if there are questions regarding this PPE Hazard.

# PERSONAL PROTECTIVE EQUIPMENT HAZARD ASSESSMENT CERTIFICATION

JOB TITLE: \_\_\_\_\_

Date: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

Supervisor: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

Analysis:  A Worksite  Job description for a class(es) of employees  Single employee's job description

Task / Worksite	Potential Hazard	Type of PPE Required

I acknowledge that I understand, accept and will wear PPE as required in the PPE Hazard Assessment Certification. Furthermore, I understand that failure to comply with the PPE Policy may result in disciplinary action.

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_