PPE Checklist

A check for selecting, using and inspecting personal protective equipment at work.

Hazard Assessment and Selection

- [ ] Confirm a written PPE hazard assessment has been completed.
- [ ] Match each type of PPE to the specific hazard it must control.
  PPE is the last line of defense after other controls.
- [ ] Verify equipment meets the applicable standard for the hazard.
- [ ] Confirm sizes and options are available for all workers.
- [ ] Check that PPE is provided at no cost where required.

Head, Eye and Face Protection

- [ ] Confirm hard hats are worn where impact or falling-object hazards exist.
- [ ] Inspect helmets for cracks, dents and expired suspension.
  Look inside for the manufacturer date stamp; suspensions degrade faster than the outer shell.
- [ ] Verify safety glasses, goggles or face shields match the hazard.
- [ ] Check eye protection fits and provides side protection.
  Use goggles or shields for splash, dust or high-impact tasks.
- [ ] Confirm welding shields and filters are correct for the work.

Hearing and Respiratory Protection

- [ ] Confirm hearing protection is used where noise exceeds safe limits.
- [ ] Verify the noise reduction rating suits the exposure level.
- [ ] Confirm respirators match the airborne hazard and concentration.
- [ ] Check that tight-fitting respirators are fit tested and seal checked.
  Facial hair can break a respirator seal and must be managed.
- [ ] Verify respirator filters and cartridges are correct and in date.

Hand and Foot Protection

- [ ] Select gloves for the hazard: cut, chemical, heat or electrical.
- [ ] Inspect gloves for tears, holes, wear or chemical breakthrough.
  Trap air inside and gently squeeze to detect pinholes or hidden tears before handling liquids.
- [ ] Confirm safety footwear suits impact, puncture and slip hazards.
- [ ] Check footwear for sole wear, damage and intact protective toes.
- [ ] Verify electrical or chemical footwear is used where required.

Inspection and Maintenance

- [ ] Inspect all PPE before each use for damage and wear.
  Catching small tears, cracked lenses, or frayed straps prevents catastrophic failure on the job.
- [ ] Remove damaged or expired PPE from service immediately.
- [ ] Clean, disinfect and store PPE per manufacturer instructions.
  Do not share personal PPE without proper cleaning.

- [ ] Confirm replacement stock is available when items wear out.
- [ ] Keep records of issue, inspection and fit testing.

Training and Use

- [ ] Confirm workers are trained on why, when and how to use each item.
- [ ] Verify workers can put on, adjust and remove PPE correctly.
  Ensure proper doffing technique so hazardous dust or chemicals on the gear do not touch bare skin.
- [ ] Check that PPE is worn consistently and not removed in hazard areas.
- [ ] Confirm workers know how to report damaged or missing PPE.
- [ ] Verify refresher training is provided as needed.
- [ ] Important: this is general guidance only and does not replace OSHA regulations, formal training, manufacturer instructions or your employer's safety program; confirm requirements with a qualified person.

Supervisor sign-off

- [ ] Inspected by (name): _____
- [ ] Date and time: _____
- [ ] Worker / work area: _____
- [ ] Result: PPE complete and in good condition / Replace items noted
- [ ] Defects reported to (supervisor): _____
- [ ] Signature: _____