

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.
- ☐ 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.
- ☐ 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.
- ☐ 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.
- ☐ 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.