

Checklist for Establishing a PPE Program

- Identify steps taken to assess potential hazards in every employee's work space and in workplace operating procedures.
- Identify appropriate PPE selection criteria.
- Identify how you will train employees on the use of PPE, including:
 - What PPE is necessary
 - When PPE is necessary
 - How to properly inspect PPE for wear or damage
 - How to properly put on and adjust the fit of PPE
 - How to properly take off PPE
 - The limitations of the PPE
 - How to properly care for and store PPE.
- Identify how you will assess employee understanding of PPE training.
- Identify how you will enforce proper PPE use.
- Identify how you will provide for any required medical examinations.
- Identify how and when to evaluate the PPE program.

CHECKLIST ON NEED FOR PPE

SUGGESTED QUESTIONS	TYPICAL OPERATIONS OF CONCERN	YES	NO
EYES			
Do your employees perform tasks, or work near employees who perform tasks, that might produce airborne dust or flying particles?	Sawing, cutting, drilling, sanding, grinding, hammering, chopping, abrasive blasting, punch press operations, etc.		
Do your employees handle, or work near employees who handle, hazardous liquid chemicals or encounter blood splashes?	Pouring, mixing, painting, cleaning, syphoning, dip tank operations, dental and health care services, etc.		
Are your employees' eyes exposed to other potential physical or chemical irritants?	Battery charging, installing fiberglass insulation, compressed air or gas operations, etc.		
Are your employees exposed to intense light or lasers?	Welding, cutting, laser operations, etc.		
FACE			
Do your employees handle, or work near employees who handle, hazardous liquid chemicals?	Pouring, mixing, painting, cleaning, syphoning, dip tank operations, etc.		
Are your employees' faces exposed to extreme heat?	Welding, pouring molten metal, smithing, baking, cooking, drying, etc.		
Are your employees' faces exposed to other potential irritants?	Cutting, sanding, grinding, hammering, chopping, pouring, mixing, painting, cleaning, syphoning, etc.		
HEAD			
Might tools or other objects fall from above and strike your employees on the head?	Work stations or traffic routes located under catwalks or conveyor belts, construction, trenching, utility work, etc.		
Are your employees' heads, when they stand or bend, near exposed beams, machine parts, pipes, etc.?	Construction, confined space operations, building maintenance, etc.		
Do your employees work with or near exposed electrical wiring or components?	Building maintenance; utility work; construction; wiring; work on or near communications, computer, or other high tech equipment; arc or resistance welding; etc.		

CHECKLIST ON NEED FOR PPE

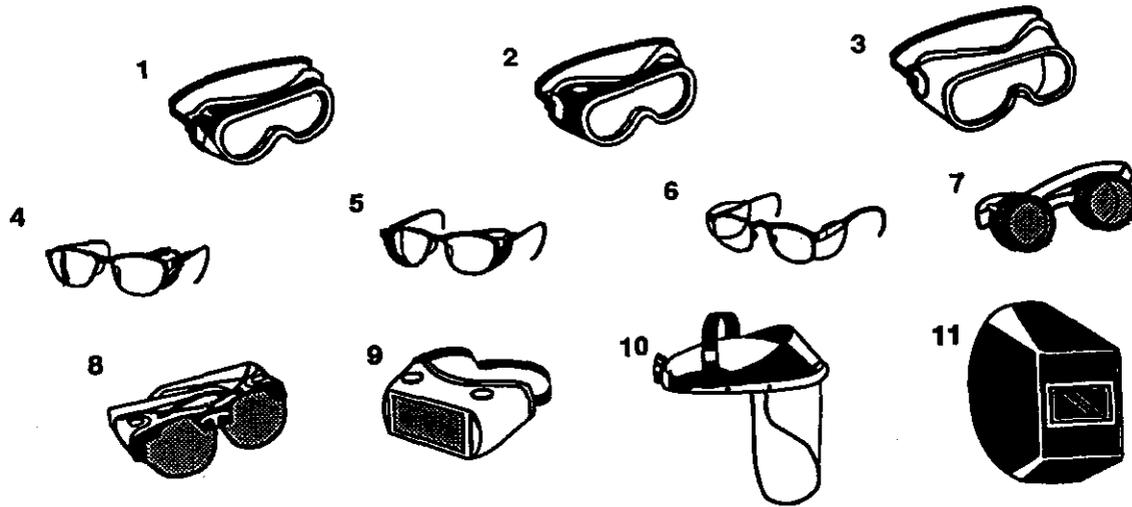
SUGGESTED QUESTIONS	TYPICAL OPERATIONS OF CONCERN	YES	NO
<i>FEET</i>			
Might tools, heavy equipment, or other objects roll, fall onto, or strike your employees' feet?	Construction, plumbing, smithing, building maintenance, trenching, utility work, grass cutting, etc.		
Do your employees work with or near exposed electrical wiring or components?	Building maintenance; utility work; construction; wiring; work on or near communications, computer, or other high tech equipment; arc or resistance welding; etc.		
Do your employees handle, or work near employees who handle, molten metal?	Welding, foundry work, casting, smithing, etc.		
Do your employees work with explosives or in explosive atmospheres?	Demolition, explosives manufacturing, grain milling, spray painting, abrasive blasting, work with highly flammable materials, etc.		
<i>HANDS</i>			
Do your employees' hands come into contact with tools or materials that might scrape, bruise, or cut?	Grinding, sanding, sawing, hammering, material handling, etc.		
Do your employees handle chemicals that might irritate skin, or come into contact with blood?	Pouring, mixing, painting, cleaning, syphoning, dip tank operations, health care and dental services, etc.		
Do work procedures require your employees to place their hands and arms near extreme heat?	Welding, pouring molten metal, smithing, baking, cooking, drying, etc.		
Are your employees' hands and arms placed near exposed electrical wiring or components?	Building maintenance; utility work; construction; wiring; work on or near communications, computer, or other high tech equipment; arc or resistance welding; etc.		

CHECKLIST ON NEED FOR PPE

SUGGESTED QUESTIONS	TYPICAL OPERATIONS OF CONCERN	YES	NO
BODY			
Are your employees' bodies exposed to irritating dust or chemical splashes?	Pouring, mixing, painting, cleaning, syphoning, dip tank operations, machining, sawing, battery charging, installing fiberglass insulation, compressed air or gas operations, etc.		
Are your employees' bodies exposed to sharp or rough surfaces?	Cutting, grinding, sanding, sawing, glazing, material handling, etc.		
Are your employees' bodies exposed to extreme heat?	Welding, pouring molten metal, smithing, baking, cooking, drying, etc.		
Are your employees' bodies exposed to acids or other hazardous substances?	Pouring, mixing, painting, cleaning, syphoning, dip tank operations, etc.		
HEARING			
Are your employees exposed to loud noise from machines, tools, music systems, etc.?	Machining, grinding, sanding, work near conveyors, pneumatic equipment, generators, ventilation fans, motors, punch and brake presses, etc.		

Figure 1. Recommended Eye and Face Protectors

Source: 29 CFR 1926.102 (a)(5) Table E-1



Eye and face protectors are identified below by number and type. Refer to Table 1 for recommended usage applications.

1. GOGGLES, Flexible Fitting, Regular Ventilation
2. GOGGLES, Flexible Fitting, Hooded Ventilation
3. GOGGLES, Cushioned Fitting, Rigid Body
- *4. SPECTACLES, Metal Frame, With Sideshields
- *5. SPECTACLES, Plastic Frame, With Sideshields
- *6. SPECTACLES, Metal-Plastic Frame, With Flat-Fold Side shields
- **7. WELDING GOGGLES, Eyecup type, Tinted Lenses
- 7A. CHIPPING GOGGLES, Eyecup Type, Clear Safety Lenses (not illustrated)
- **8. WELDING GOGGLES, Eyecup type, Tinted Plate Lens
- 8A. CHIPPING GOGGLES, Coverspec Type, Clear Safety Lenses (not illustrated)
- **9. WELDING GOGGLES, Coverspec Type, Tinted Plate Lens
10. FACE SHIELD (Available With Plastic or Mesh Window, Tinted/Transparent)
- **11. WELDING HELMETS

*These are also available without side shields for limited use requiring only frontal protection.

** See Table 2, Filter Lens Shade Numbers for Protection Against Radiant Energy.

Table 1. Eye and Face Protector Selection Guide

Source: 29 CFR 1926.102(a)(5)

Operation	Hazards	Recommended protectors: (see Figure 1)
Acetylene-burning, Acetylene-cutting, Acetylene-welding	Sparks, harmful rays, molten metal, flying particles	7,8,9
Chemical handling	Splash, acid burns, fumes	2,10 (for severe exposure add 10 over 2)
Chipping	Flying particles	1,3,4,5,6,7A,8A
Electric (arc) welding	Sparks, intense rays, molten metal	9,11 (11 in combination with 4,5,6 in tinted lenses advisable)
Furnace operations	Glare, heat, molten metal	7,8,9 (for severe exposure add 10)
Grinding - light	Flying particles	1,3,4,5,6,10
Grinding - heavy	Flying particles	1,3,7A,8A (for sever exposure add 10)
Laboratory	Chemical splash, glass	2 (10 when in breakage combination with 4,5,6)
Machining	Flying particles	1,3,4,5,6,10
Molten metals	Heat, glare, sparks, splash	7,8 (10 in combination with 4,5,6 in tinted lenses)
Spot welding	Flying particles, sparks	1,3,4,5,6,10

How dark do lenses on welding helmets and goggles need to be?

The intensity of light or radiant energy produced by welding, cutting, or brazing operations varies according to a number of factors including the task producing the light, the electrode size, and the arc current. Table 2, Filter Lens Shade Numbers for Protection Against Radiant Energy, shows the minimum protective shade for a variety of welding, cutting, and brazing operations. To protect employees who are exposed to intense radiant energy, begin by selecting a shade too dark to see the welding zone. Then try lighter shades until you find one that allows a sufficient view of the welding zone without going below the minimum protective shade.

Table 2. Filter Lens Shade Numbers For Protection Against Radiant Energy*Source: 29 CFR 1926.102(b)(1)*

Welding operation	Shade number
Shielded metal-arc welding 1/18-,3/32-,1/8-,5/32-inch-diameter electrodes	10
Gas-shielded arc welding (nonferrous) 1/16-,3/32-,1/8-,5/32-inch diameter electrodes	11
Gas-shielded arc welding (ferrous) 1/16-,3/32-,1/8-,5/32-inch diameter electrodes	12
Shielded metal-arc welding 3/16-,7/32-,1/4-inch diameter electrodes	12
5/16-,3/8-inch diameter electrodes	12
Atomic hydrogen welding	10-14
Carbon-arc welding	14
Soldering	2
Torch brazing	3 or 4
Light cutting, up to 1 inch	3 or 4
Medium cutting, 1 inch to 6 inches	4 or 5
Heavy cutting, over 6 inches	5 or 6
Gas welding (light), up to 1/8 inch	4 or 5
Gas welding (medium), 1/8 inch to 1/2 inch	5 or 6
Gas welding (heavy), over 1/2 inch	6 or 8

Checklist for Training Employees to Use and Care for Eye and Face Protection

Train your employees to know . . .

Why eye protection is necessary, i.e., the workplace hazards that threaten their eyes.

How the eye protection will protect them.

The limitations of the eye protection.

When they must wear the eye protectors.

How to put the protective eyewear on properly.

How to adjust straps and other parts for a comfortable and effective fit.

How the protective eyewear fits over or contains an employee's corrective lenses.

How to identify signs of wear such as:

- Chipped, scratched, or scraped lenses;

- Loss of elasticity or fraying of head bands.

How to clean and disinfect the safety eyewear.

Checklist for Training Employees to Use and Care for Head Protection

Train your employees to know . . .

Why head protection is necessary, i.e., the workplace hazards that threaten their heads.

How the head protection will protect them.

The limitations of the head protection.

When they must wear the head protection.

How to wear the protective head gear properly.

How to adjust straps and other parts for a comfortable and effective fit.

How to identify signs of wear such as:

- Cracked, torn, frayed, or otherwise deteriorated suspension systems;
- Deformed, cracked, or perforated brims or shells; and
- Flaking, chalking, or loss of surface gloss.

How to clean and disinfect the hard hats you provide for them.

Checklist for Training Employees to Use and Care for Foot and Leg Protection

Train your employees to know . . .

Why foot or leg protection is necessary, i.e., the workplace hazards that threaten their feet or legs.

How the equipment you provide will protect them.

The limitations of the foot or leg protection.

When they must wear the protective leggings, guards, or shoes.

How to properly put on the protective equipment.

How to adjust straps, laces, and other parts for a comfortable and effective fit.

How to identify signs of wear such as:

- Scuffed, cracked, or lacerated uppers;

- Signs of separation between soles and uppers,

- Holes or cracks in soles or heels, or

- Metal embedded in heels or soles of electrical hazard, safety-toe shoes.

How to clean and maintain the leg and foot protection you provide for them.

Checklist for Training Employees to Use and Care for Hand and Arm Protection

Train your employees to know . . .

Why hand and arm protection is necessary, i.e., the workplace hazards that threaten their hands and arms.

How the protective gloves and sleeves will protect them.

The limitations of the protective equipment you've supplied.

When they must wear the gloves and sleeves.

How to properly put on the gloves and sleeves.

How to ensure a comfortable and effective fit.

How to identify signs of wear, such as:

- Cracks, scrapes, or lacerations,
- Thinning or discoloration, and
- Break through to the skin.

How to clean and disinfect the nondisposable protective gloves and sleeves.

Checklist for Training Employees to Use and Care for Body Protection

Train your employees to know . . .

Why protective clothing is necessary, i.e., the workplace hazards that threaten their bodies.

How the protective clothing will protect them.

The limitations of the body protection.

When they must wear the protective clothing.

How to properly put on the protective clothing.

How to adjust parts for a comfortable and effective fit.

How to identify signs of wear, such as:

- Rips, tears, scuffs, and

- Loss of elasticity in tight fitting parts.

How to clean and disinfect the protective clothing you provide for them.

Checklist for Training Employees to Use and Care for Hearing Protection

Train your employees to know . . .

- Why hearing protection is necessary, i.e., the workplace hazards that threaten their hearing.
- How the ear plugs or earmuffs will protect them.
- The limitations of the hearing protection.
- When they must insert or wear the hearing protectors.
- How to adjust earmuff parts for a comfortable and effective fit, or form the ear plugs to fit their ears.
- How special earmuffs fit over an employee's corrective lenses.
- How to clean and disinfect the hearing protection you provide for them.

