

**Personal Protective Equipment  
Self-Audit Checklist**

Building \_\_\_\_\_ Room \_\_\_\_\_ Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Audit Performed by \_\_\_\_\_

	Y	N	NA	COMMENTS
<b>A. Personal Protective Equipment (PPE) Program</b>				
1. Hazard Assessment complete and documented				
2. PPE selection based upon Hazard Assessment				
3. Review of employee-owned PPE complete				
4. Defective or damaged PPE not used				
5. Training complete and documented				
<b>B. Eye and Face Protection</b>				
1. Eye and Face Protection appropriate to the hazard used				
2. Side Protectors used where flying objects hazards are found				
3. Eye protection incorporates prescription or can be worn without disturbing proper position of prescription lenses				
4. Filter lenses with appropriate shade number available where work involves injurious light radiation				
5. Maintained per manufacturer's recommendations				
<b>C. Head Protection</b>				
1. Hard hats used where there is the potential for head injury from falling objects				
2. Class A or B Hard hats used where there is a potential for head injury from exposed electrical conductors				

Y	N	NA	COMMENTS
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3. Bump cap use restricted				
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## Key to Personal Protective Equipment Self-Audit Checklist

### A. Personal Protective Equipment (PPE) Program

1. Departments must complete a hazard assessment to determine which types of personal protective equipment (e.g. eye and face protection, hand protection, head protection, etc.) should be used. Documentation of the hazard assessment must be maintained. Sample forms are available through EHS.
2. After the hazard assessment has been completed, personal protective equipment of appropriate sizes and types should be selected to protect against the hazards identified during the assessment.
3. Departments must ensure that employee-owned personal protective equipment meets the standards spelled out in OSHA's PPE regulation. Assistance is available through EHS.
4. Self explanatory
5. Workers must receive adequate training on PPE selection and use. Documentation of the training must be maintained. Sample forms are available through EHS.

### B. Eye and Face Protection

1. Suitable protection from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, potentially injurious light radiation or a combination of these must be provided.
2. Many safety glasses are designed to incorporate side protection. For those that do not, clip-on or slide-on side protectors may be used.

3. Normal, street-wear prescription lenses do not meet OSHA's requirements for eye protection. Eye protection must be provided through prescription industrial safety glasses or the use of eye protectors (e.g. goggles, etc.) worn over the street-wear prescription lenses. Information on obtaining prescription industrial safety glasses at discounted prices is available through EHS.
4. Information on minimum requirements for filter shade numbers is available through EHS.
5. Most eye and face protection may be washed using a mild soap and warm water, or with a cleaning solution and tissue. Deeply scratched or pitted lenses should be discarded. Refer to manufacturer's recommendations for additional information, or contact EHS.

### C. Head Protection

1. Hard hats must consist of a shell and suspension to protect from the impact of falling objects.
2. Not all hard hats provide protection from electrical shock. Only Class A or Class B hard hats should be used when working near exposed electrical conductors.
3. Bump caps must not be used where hard hats are required, as bump caps are not designed to withstand the impact of falling objects. Bump cap use should be restricted to only those areas where no significant head hazard exists and the only concern is mild bumps to the head.

	Y	N	NA	COMMENTS
4. Maintained per manufacturer's recommendations				
<b>D. Foot Protection</b>				
1. Appropriate for protection from falling or rolling objects				
2. Appropriate for protection from objects piercing the sole				
3. Appropriate for protection from exposed electrical conductors				
4. Maintained per manufacturer's recommendations				
<b>E. Hand Protection</b>				
1. Hand protection appropriate to the hazard				
2. Maintained per manufacturer's recommendations				
<b>F. Other Related Issues</b>				
1. Appropriate PPE available for hot work (e.g., cutting, welding, brazing)				
2. Clothing and shoes worn appropriate for tasks being performed				
3. Reflective vests used when working near roadways				
4. Barricades used where appropriate				

## Key to Personal Protective Equipment Self-Audit Checklist

### C. Head Protection (cont.)

4. Hard hat shells may be washed with a mild detergent and hot water. All components (e.g. shells, suspensions, headbands, sweatbands, etc.) should be inspected daily for signs of wear and tear. Shells which have dents, cracks, or any other damage should be discarded. Refer to manufacturer's recommendations for additional information, or contact EHS.

### D. Foot Protection

1. To provide protection from falling or rolling objects, safety shoes should be sturdy and have an impact-resistant toe. Additional protection may be provided through metatarsal guards.
2. Metal insoles provide protection against objects piercing the sole.
3. Dry, leather work boots provide protection to the feet from exposed electrical conductors.
4. Maintain safety footwear in the same way as any leather work shoe. Keep clean and dry. Follow manufacturer's recommendations, or contact EHS for additional assistance.

### E. Hand Protection

1. There is a wide assortment of gloves, hand pads, sleeves, and wristlets for protection against various hazardous situations, such as skin absorption of harmful substances, severe cuts and lacerations, severe abrasions, punctures, chemical or thermal burns, and harmful temperature extremes. Consult EHS for assistance in selecting appropriate hand protection.

2. Inspect gloves daily for signs of wear and tear, holes, abrasions, etc., and discard unserviceable gloves immediately.

### F. Other Related Issues

1. Self explanatory
2. A variety of protective clothing is available: vests, jackets, aprons, coveralls, and full body suits. However, consideration also should be given to clothing and shoes normally worn to work to ensure that they offer adequate protection for the tasks assigned. For example, long pants and shirts and sturdy shoes provide some protection while performing a wide variety of tasks, from maintenance work to working with corrosives in a lab.
3. A red or orange reflectorized vest should be worn by all workers working near vehicular traffic.
4. Information on the required use of barricades is available through EHS.