



Hazards exist in every workplace in many different forms: sharp edges, falling objects, flying sparks, chemicals, noise and a myriad of other potentially dangerous situations. When engineering, work practice and administrative controls are not feasible or do not provide sufficient protection, employers must provide personal protective equipment (PPE) to their employees and ensure its use.

Employer Responsibilities

- Perform a “hazard assessment” of the workplace
- Identify and provide appropriate PPE for employees or ensure that employees provide appropriate PPE for themselves
- Train employees in the use and care of the PPE
- Maintain PPE, including replacing worn or damaged PPE and that the employees replace any worn or damaged PPE they own
- Periodically review, update and evaluate the effectiveness of the PPE program

Employee Responsibilities

- Properly wear PPE
- Attend training sessions on PPE
- Care for, clean and maintain PPE
- Inform management of need to repair or replace PPE

Hazard Assessment

The hazard assessment is a walk-through survey of the facility

to identify conditions and work practices that can cause injuries.

A hazard assessment helps determine the proper types of

PPE required for a particular business. Documentation of the

Hazard Assessment is required through a written certification that includes:

- Identification of the workplace evaluated
- Name of the person conducting the assessment
- Date of the assessment
- Identification of the document certifying completion of the hazard assessment

Periodically reassess the workplace for changes in conditions, equipment or operating procedures.

Also include a review of injury and illness records to spot trends or areas of concern and take appropriate corrective action.

Training

Employers are required to train each employee who must use PPE.

Employees must be trained to know at least the following:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust and wear the PPE
- The limitations of the PPE
- Proper care, maintenance, useful life and disposal of PPE

Document the training of each employee by preparing a certification containing the name of the employee trained, the date of the training and a clear identification of the subject matter.

