

Personal Protective Equipment - Form 1: Hazard Assessment and PPE Training

The following form was developed to ensure compliance with the Oregon OSHA personal protective equipment (PPE) hazard assessment, selection, and training. The rules require that each employer assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of PPE. This assessment must be in writing and signed by the person conducting the assessment. Additionally, employees must be trained on the PPE they will be using before they will be allowed to complete the work task. This assessment and training form must be completed for each employee. The completed, signed form shall be kept on record by the department.

- Hazard Assessment:** List all known or potential hazards for each task assessed along with controls that will be implemented to protect employees.

Description of task, equipment, or chemical assessed.	Hazards identified	Engineering controls	Administrative controls	PPE required Y/N
<i>Example: Emptying trash receptacles</i>	<i>Muscle strain, impact, potential chemical exposure</i>	<i>Wheeled trashcans</i>	<i>Safe lifting technique</i>	Yes

2. PPE Requirements by Type: Lists the PPE required for each work tasks, equipment, or chemicals.

Task, equipment, or chemical	Hand/Arm	Foot/Leg	Body	Head	Eye/Face	Hearing	Respiratory	Fall Protection
<i>Example: Emptying trash receptacles</i>	<i>Nitrile gloves</i>	<i>Safety shoes</i>	<i>NA</i>	<i>NA</i>	<i>Goggles or safety glasses if potential for splashes</i>	<i>NA</i>	<i>NA</i>	<i>NA</i>

3. PPE Training Documentation: Additional training requirements for PPE

Training Item	Yes / No / NA	Additional Comments: (Ex. More training required, specific inspection requirements)
Employee was provided with all required PPE.		
Employee was informed of which job duties require each piece of PPE.		
Employee was shown how to don and doff the PPE.		
Employee was shown how to make adjustments to fit and how the PPE should be properly worn.		
The limitations of each PPE were explained. (Chemical compatibility, life span, etc.)		
Employee was shown how to clean and maintain reusable PPE.		
Employee was given disposal instructions for single use PPE.		
Employee was shown how to inspect the PPE for damage		

Hazard assessment completed by: _____

Date: _____

Employee signature: _____

Date: _____