



Personal Protective Equipment Safety Training Program



Goal

This publication provides guidelines to assist in the proper selection, use, and care of personal protective equipment (PPE) through hazard assessment and appropriate employee training.

Objective

Participants will be able to explain the purpose and process of assessing hazards to determine and select proper PPE.

Purpose and Scope

The Occupational Safety and Health Administration (OSHA) requires employers to conduct a job safety analysis or a hazard assessment to determine if the use of PPE is required. If needed, employers must select and ensure the proper use of suitable PPE to protect workers from potential hazards. Required PPE may include safety clothing, footwear, eyewear, and respiratory and hearing protection, as well as any other items designed to create a barrier against specific

workplace hazards. The employer remains responsible for the proper selection, use, and care of PPE even if the PPE is owned by the employee.

Employers and employees must understand the equipment's purpose and its limitations. PPE does not eliminate hazards. PPE must never be used as a permanent substitute for engineering, work practices, or administrative controls.

Procedure

Selecting the proper fit and sizes of PPE and determining if it is suited to the workplace is important since the equipment cannot be altered. If employees are uncomfortable wearing PPE, it may be a result of poor fit or poor selection for the work conditions. If the equipment is causing discomfort, the employee is less likely to wear it. For example, earmuffs for hearing protection can be uncomfortable in hot environments. Earplugs providing equal protection can be

more comfortable and more readily worn by the employees. Offering alternate types of gear can lead to better compliance. Keeping equipment properly fitted and maintained in clean and serviceable conditions also reduces the possibility of PPE failure.

Hazard Assessment

Using PPE requires hazard awareness and training. Employers must perform a written evaluation of PPE to ensure that it meets the required level of protection. When the evaluation process is completed, it should be used to establish a written operating procedure.

Employers can assess hazards in several ways. One method is to use the company's existing job safety analysis to identify hazards and determine if PPE is required. (Refer to the Texas Department of Insurance, Division of Workers' Compensation (DWC) Job Safety Analysis [Fact Sheet](#), [Safety Training Program](#), and [Workplace Program](#).) If a job safety analysis is not available, use the following steps:

- **Conduct a walk-through** of the area to identify sources of workplace hazards. Consider basic hazard categories such as fall, struck, caught, contact, and routes of entry for hazardous substances.
- **Observe hazard sources** such as motion, extreme temperatures, chemical sources, harmful dust, light radiation, falling or sharp objects, pinch points, electrical sources, workplace layout, and location of workstations to determine possible exposure.
- **Organize the collected data** to prepare an analysis of the hazards.



- **Review each hazard** and determine the type, level of risk, and seriousness of potential injury in the area.
- **Determine what PPE is available** and what protection it offers.
- **Select PPE** that ensures a level of protection greater than the minimum required to protect workers from hazards.
- **Consider comfort and fit** carefully. Poorly fitted PPE does not provide the necessary protection and can give a worker a false sense of security. A poor fit can also keep the worker from using it.
- **Reassess PPE** and the workplace conditions regularly to determine if the equipment continues to provide all the needed protection.
- **Seek worker input** and review accident records to determine whether new equipment and processes are needed.

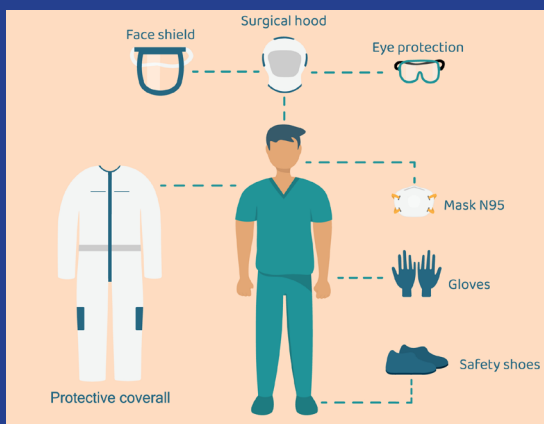
Using PPE sometimes impairs a worker's movements or ability to perform some tasks. The employer needs to consider this and make the needed changes when PPE interferes with vision, hearing, tactile sensation, or the ability to breathe. Once the hazard assessment has been conducted and completed, the employer must certify it in writing. The certification must include detailed statements that:

- identify the work area assessed;
- the date the assessment was conducted;

- the name of the individual who performed the assessment: and
- a declaration statement of the PPE hazard assessment.

Examples of declarative statements include phrases such as, "This is to account for the quality of the hazard assessment and the adequacy of the selected personal protective equipment" or "I, [certifying individual's name], certify to the best of my knowledge the selected personal protective equipment is adequate."

Protective Clothing and Supplies



Training

According to [29 Code of Federal Regulations \(CFR\) 1910.132](#), the employer shall also provide training to each employee who is required to use PPE. The training should include at a minimum the following:

- when employees are required to wear the PPE;
- what types of PPE are required;
- how to properly put on, take off, adjust, and wear the PPE;
- limitations of the PPE; and
- proper care, maintenance, useful life, and disposal of the PPE.

Workers must also demonstrate that they understand and can use the selected PPE properly before performing any work that requires its use. If the worker cannot demonstrate an understanding of the PPE or lacks the skills to use the equipment, the employer must retrain the worker. Retraining is also required whenever workplace conditions change rendering previous training obsolete, or when the type of PPE changes. Once training is completed, the employer shall verify that each affected employee received and understood the required training. Minimum requirements for documentation include:

- the printed name, number, and signature of each employee;
- the date of training;
- the subject of the certification; and
- the name and qualifications of the trainer.



Conclusion

PPE can be effective only if the equipment is based on the job safety analysis or hazard assessment, and when it is:

- properly selected;
- correctly tested and maintained;
- properly worn; and
- workers are trained in its use.

The best protection comes from management and a workforce committed to safe work practices.

Review Questions

1. If employees own their protective equipment, the employer is still responsible for the effectiveness of that equipment.
True False
2. Employers must provide in writing all possible hazards that might be found in the workplace.
True False
3. Comfort and fit of PPE should be considered carefully to ensure maximum protection and employee compliance.
True False
4. When a hazard assessment is completed, the employer must prepare a written certification document declaring that the assessment was conducted.
True False
5. If a worker cannot demonstrate that he or she can use the PPE provided by their employer, the employer must retrain them.
True False

Answers

1. True; 2. True; 3. True; 4. True; 5. True.



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