

Personal Protective Equipment

Safety Meeting Packet

Protect Your Workforce



Personal protective equipment (PPE) is designed to help prevent workers injuries from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards. It includes a variety of equipment, devices, and garments. When employees perform hazardous tasks or work in a hazardous environment, the employer must provide PPE to keep them safe.

Within each category of PPE, there are different levels of protection. Entities like the American Society for Testing and Materials (ASTM) and the American National Standards Institute (ANSI) outline requirements for labeling protective equipment to identify the level of protection provided. When selecting PPE, the employer must notify each affected employee and ensure that the PPE fits the affected employee.

Hazards

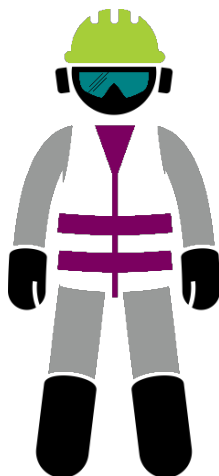
A hazard is an existing (or potential) unsafe work practice or condition that can, by itself or in combination with other conditions, cause illness, injury, or death. Use PPE in conjunction with engineering, work practice, and administrative controls to manage workplace hazards. An employer must evaluate the workplace to determine what hazards exist or are likely to be present that require PPE. The assessment must be documented and include a written certification that identifies the:

- Workplace that was evaluated
- Individual certifying that the evaluation was performed
- Date(s) of assessment
- Document as a certification of hazard assessment

Selecting PPE

Personal protective equipment is often grouped by the body part or system that it protects. Keep in mind that a workplace hazard could require equipment from more than one category to effectively protect the employee.

- Head protection, including eye and face protection
- Hand and arm protection
- Foot and leg protection
- Torso/body protection
- Hearing protection
- Respiratory protection



Training

Providing personal protective equipment is important, but it is also important that employees know how to properly use and care for the PPE. Employers are required to provide training to employees whose jobs require the use of personal protective equipment. The training must include:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, remove, adjust, and wear PPE
- The limitations of the PPE
- Care, lifespan, maintenance, and disposal of PPE

After receiving training, the employee must demonstrate that he/she understands the training and can properly use the PPE before being allowed to use it at work. Retraining may be needed if changes to the work environment or PPE make the prior training obsolete, or if the employee does not use the PPE properly or appear to understand the prior training.

Implementation

Once employees are trained on the proper use of PPE, it is the employer's responsibility to ensure that is being used properly. It is wise to periodically re-evaluate the workplace for new hazards or consider modifying PPE that is provided.

For additional information, please review OSHA standards 29 CFR 1910.132 and 29 CFR 1915.152.





Personal Protective Equipment Safety Meeting Attendance Acknowledgement

Company Name _____
 Department / Division _____
 Meeting Date & Time _____ AM PM
 Meeting Location _____
 Name & Title of Individual Conducting Meeting _____

Key Meeting Discussion Points / Important Reminders:

- _____
- _____
- _____
- _____

Internal Procedures Reviewed:

- _____
- _____
- _____
- _____

By signing this document, you confirm your attendance at the meeting and acknowledge the issues addressed above!

Employees in Attendance		
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
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(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____

Employees not present: _____

Suggestions/Recommendations to improve workplace safety and health: _____

Actions Taken: _____

Manager/Supervisor: _____ Date: _____

Disclaimer:

The information provided above was assembled using multiple resources. However, these materials do not contain ALL the information available regarding the required safety standards under local, provincial, state, or federal law for your industry.
