

# Checklist

## Personal Protective Equipment

*Innovative Approaches for the Sound  
Management of Chemicals and Chemical Waste*



UNITED NATIONS  
INDUSTRIAL DEVELOPMENT ORGANIZATION

Below you will find a list of questions related to the prevention of hazards as illustrated in the presentation “Personal Protective Equipment”. If a question does not apply to your company, go to the next question.

- If you have answered “☒ No” or “☒ Partially” to one of the questions, additional measures should be taken and recorded on page 6.

## Who needs to wear personal protective equipment (PPE)? Which type of PPE, when and where?

Please fill in the following table and checklist for each storage or working area.

1	Have you identified the activities for which workers should wear PPE?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	<p>To identify the activities requiring the use of PPE, consult the following documents:</p> <ul style="list-style-type: none"> <li>- Risk analysis, identification of existing hazards</li> <li>- Safety data sheets</li> <li>- Notices/instructions, manuals</li> <li>- Information obtained from the PPE’s provider</li> <li>- Measurement reports</li> </ul> <p><i>If you cannot answer Questions 1 and 2 with certainty, contact a safety specialist.</i></p>
2	<p>Is adequate PPE used (i.e. adapted to the existing hazards)?</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> <li>- Respiratory protection filters chosen according to the dangerous substance handled</li> <li>- Goggles for eye protection with the required protection factor, etc.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
3	Has the required PPE been listed by activity (existing hazards)?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	<p>The acquisition of PPE is at the expense of the employer (even protective corrective glasses worn permanently).</p> <p>Help: template for photocopying, page 6</p>
4	Is the necessary PPE available to the workers?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
5	Do you keep a list of the PPE provided to the workers?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	

<p><b>6</b></p> <p>Are there clear internal instructions for the use of PPE?</p> <p><i>For example: Safety instructions, provisions on the compulsory wearing of PPE in the work contract and in the company regulations</i></p>		<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No
<p><b>7</b></p> <p>Are there instructions for temporary workers and workers from third-party companies?</p>		<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No
<p><b>8</b></p> <p>Is PPE available for visitors?</p> <p><i>For example: - Helmets, goggles, ear protection, etc.</i></p>		<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No
<p><b>9</b></p> <p>Are the corresponding safety signs displayed at work stations where the wearing of certain types of PPE is mandatory?</p>		<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No
<p><b>10</b></p> <p>Is the necessary PPE provided to new employees when they take up their duties?</p>		<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No



Source: Suva

Mandatory eye protection



Source: Suva

Mandatory hearing protection



Source: Suva

Mandatory helmet protection

## PPE acquisition

<p><b>11</b></p>	<p>Do you ensure that only PPE compliant with safety regulations is used?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No
<p><b>12</b></p>	<p>Do the workers participate in the choice of the PPE?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No

By involving the concerned persons in the selection of the PPE (e.g. tests), its acceptance is improved. In particular, the user's comfort, the type and the adaptation possibilities of the PPE have to be considered.

## Maintenance

13	Is PPE regularly checked and maintained in good condition?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	Follow the instructions.
14	Can workers easily replace their damaged or used PPE?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
15	Do workers know where and from whom they can obtain new PPE?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	Appoint a responsible for PPE.

## Training, information

16	Are the concerned persons informed about the hazards and reasons justifying the use of PPE?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	Follow the instructions. Plan and organize training sessions.
17	Is the staff sensitized, at least once per year, to the dangers induced by omissions, habits and under-estimation of the risks?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
18	Have the concerned persons received training in the correct use and care of PPE, its maintenance and checks?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
19	Does the staff know the internal instructions on the use of PPE?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	

<b>20</b>	Is the use of PPE specified in the work instructions?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No
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**Commitment of superiors**

<b>21</b>	Do superiors regularly check the proper use of PPE and correct any defects?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No
<b>22</b>	Do superiors and management set a good example by wearing PPE?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No
<b>23</b>	Are checks conducted to ensure that temporary employees and third-party workers wear PPE while working on the site?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No

The behaviour of superiors and the company management has a major impact on the attitude of the workers in terms of safety. Setting a good example is more effective than a simple regulation.

## List of used PPE

Activity/ Workplace	Required PPE	Type	Provider	PPE recipient	Handed out on (date)	Signature	Remarks

List completed on the:

## Sources

CSD Engineers, Switzerland/ISSPPRO, Germany, 2015

Suva: Liste de contrôle – Equipement de protection individuelle, Switzerland, 2013

Waswo: [www.extra.suva.ch](http://www.extra.suva.ch), Switzerland, June 2015