SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

PPE Selection, Use, and Care Checklist

Regulation: 29 CFR 1910.132(d)

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Know the PPE required for your zone before you enter it	
☐	Inspect it every time: cuts, cracks, worn soles, dull stripes	
☐	Put it on before you enter, not after	
☐	Fit it properly: seated glasses, sized gloves, fastened vest	
☐	Remove rings, lanyards, and loose cords near moving equipment	
☐	Damaged or wrong size? Stop and swap it out, free of charge	
☐	Store it in its place at the end of the shift	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	A written workplace hazard assessment is certified, identifies the workplace and the person certifying it, and is dated **29 CFR 1910.132(d)(2)**	
☐	PPE selected protects against the identified hazards, fits each affected employee, and the selection is communicated to them **29 CFR 1910.132(d)(1)**	
☐	PPE is provided, used, and maintained in a sanitary and reliable condition wherever hazards require it **29 CFR 1910.132(a)**	
☐	Every employee required to use PPE is trained, demonstrates proper use, and is retrained when conditions change **29 CFR 1910.132(f)**	
☐	Defective or damaged PPE is not used, is removed from service, and is replaced at no cost to the employee except where the employee lost or intentionally damaged it **29 CFR 1910.132(e)**	

WARNINGS

PPE is the last line of defense, never a reason to accept an unguarded hazard

Regular prescription glasses are not eye protection

Never keep working in cut, cracked, or contaminated PPE

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE