

**General Work Area
Personal Protective Equipment (PPE) Assessment Tool**

This tool is designed to:

- Identify and document hazards in the [general work area](#) and the required PPE to minimize exposure.
- Document the required completion of site-specific PPE training.

The Supervisor may assign a designee to perform or assist in the above duties but must ensure they are carried out.

General Work Area is defined as locations where hazardous materials and/or equipment are used and/or stored such as shops, kitchens, loading docks, visual/performing art studios, and janitorial storage areas; they are not laboratory areas.

Section 1: General Work Area Information

Department	
Supervisor	
Phone Number, e-mail	
Building/Rooms	

Section 2: PPE Assessment

1. Assess potential hazards and appropriate PPE for [general work areas](#) under your supervision.
 - Include a walk-through survey of the work area.
 - Use the checklist below.
 - Check the corresponding boxes for the operations/tasks your unit conducts.
 - Use the section at the end of the checklist to include any hazards and PPE not covered in the form.

For further technical guidance and assistance with PPE selection, contact EH&S at (650) 723-0448.

2. Complete and sign the "Certification of PPE Assessment." Keep a local copy.
3. Update the PPE assessment when new hazards are introduced into your work area.

Physical Hazards		
Are activities performed?	Operation/Task Involving¹	Applicable PPE² (in addition to proper street clothing³)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Overhead hazards or heavy objects <i>From activities like working under elevated platforms, tree trimming</i>	<ul style="list-style-type: none"> • Hard hat (for overhead hazards) • Safety glasses • Steel-toed shoes
<input type="checkbox"/> Yes <input type="checkbox"/> No	Impact from flying objects, chips, sand or dirt <i>From activities like landscaping, sanding, grinding, sawing</i>	<ul style="list-style-type: none"> • Safety glasses (+ faceshield as needed) • Apron, coveralls

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<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Potential cuts or punctures from sharp objects</p> <p><i>From activities like cutting, chopping, landscaping</i></p>	<ul style="list-style-type: none"> • Leather or cut-resistant gloves • Cut-resistant clothing
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Loud noise</p> <p><i>From activities like using powered equipment</i></p>	<ul style="list-style-type: none"> • Ear plugs or ear muffs (contact EH&S for assessment, 723-0448)
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Slippery or wet surfaces</p> <p><i>From activities like dishwashing, floor mopping</i></p>	<ul style="list-style-type: none"> • Slip-resistant shoes
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Cold objects</p> <p><i>From activities like carrying/moving frozen foods or dry ice</i></p>	<ul style="list-style-type: none"> • Insulated gloves
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Hot objects</p> <p><i>From activities like carrying/moving hot pots/pans</i></p>	<ul style="list-style-type: none"> • Heat or flame-resistant gloves
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Moving vehicles</p> <p><i>From activities like landscaping, road maintenance</i></p>	<ul style="list-style-type: none"> • High-visibility clothing • Steel-toed shoes
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Working from an elevated work surface</p> <p><i>From activities like building maintenance</i></p>	<ul style="list-style-type: none"> • Personal fall arrest or fall restraint system (contact EH&S for assessment, 723-0448)
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Welding – hot slag, sparks, intense light, or heat</p>	<ul style="list-style-type: none"> • Welding hood, helmet • Flame-resistant clothing or coveralls • Welding gloves • Steel-toed shoes
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Rotating machinery</p> <p><i>From activities like using a lathe or drill</i></p>	<ul style="list-style-type: none"> • Safety glasses • Face shield • Work practice: Confine long hair/beards to prevent entanglement in machinery (e.g., up via bun, pinned- up ponytail, or hairnet). Do not wear any loose clothing and jewelry.
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Vibrating equipment</p> <p><i>From activities like using a jackhammer</i></p>	<ul style="list-style-type: none"> • Anti-vibration gloves

Chemical Hazards

Are activities performed?	Operation/Task Involving ¹	Applicable PPE ² (in addition to proper street clothing ³)
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Potential chemical exposure from splashes, sprays, mists, or direct contact; and/or vapors, fumes, gases, or dusts</p> <p><i>From activities like chemical handling, painting, solvent cleaning, pesticide/fertilizer application, cleaning ovens, welding</i></p>	<ul style="list-style-type: none"> • Safety glasses (if splash potential exists, use safety goggles and face shield instead.) • Appropriate chemical-resistant gloves • Chemical-resistant coveralls or aprons • Consult with EH&S to determine if activity presents potential respiratory hazard, which may require a respirator; call 723-0448.

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Biological Hazards

Are activities performed?	Operation/Task Involving ¹	Applicable PPE ² (in addition to proper street clothing ³)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Biological hazards exposure (poison oak, animal dander, etc.) <i>From activities like landscaping, animal handling</i>	<ul style="list-style-type: none"> • Safety glasses • Latex or nitrile gloves • Long sleeves, apron, coveralls • Consult with EH&S to determine if activity presents potential respiratory hazard, which may require a respirator; call 723-0448.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Potential exposure to blood or other potentially infectious materials (OPIM) <i>From activities like first aid/emergency response</i>	<ul style="list-style-type: none"> • If splash potential exists, use safety goggles and face shield • Latex or nitrile gloves

Electrical Hazards

Are activities performed?	Operation/Task Involving ¹	Applicable PPE ² (in addition to proper street clothing ³)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical shock hazards <i>From activities like working on electrical components, building maintenance</i>	<ul style="list-style-type: none"> • Non-conducting safety glasses • Non-conducting hard hat • Flame-resistant clothing • Leather gloves or insulated rubber gloves • Non-conducting safety shoes
<input type="checkbox"/> Yes <input type="checkbox"/> No	Arc flash potential <i>From activities like working on energized electrical panels</i>	<ul style="list-style-type: none"> • Non-conducting safety glasses • Non-conducting hard hat • Double-layer flame-resistant clothing • Leather gloves over insulated rubber gloves • Non-conducting safety shoes

Other Operations/Tasks

Operation/Task Involving	Applicable PPE
Personnel that are not directly involved in the work operations but who are at risk for potential exposure to hazardous materials and/or physical hazards	<ul style="list-style-type: none"> • Proper street clothing - long pants (or equivalent) that cover legs and ankles, and non-perforated, closed-toed shoes that completely cover the feet) • PPE deemed necessary (e.g., safety glasses)

¹ Conduct activities with potential to generate airborne contaminants using appropriate engineering controls (e.g., paint booths, snorkel trunk, glove box). If engineering controls are not feasible, consult EH&S to determine if the activity presents a respiratory hazard, which may require a respirator; call 723-0448.

² If the identified PPE does not seem appropriate for your particular operation, consult with EH&S; call 723-0448.

³ Proper street clothing = *Long pants (or equivalent) that covers the legs and ankles, and non-perforated, closed-toed shoes that completely cover feet.*

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<i>Certification of PPE Assessment</i>	
Name of person conducting assessment	
Job Title	
Phone Number, e-mail	
Signature:	Date:

