

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 Involving <sup>1</sup>	Applicable PPE <sup>2</sup> (in addition to proper street clothing <sup>3</sup> )					
Yes No	Overhead hazards or heavy objects  From activities like working under elevated platforms, tree trimming	<ul> <li>Hard hat (for overhead hazards)</li> <li>Safety glasses</li> <li>Steel-toed shoes</li> </ul>					
☐ Yes ☐ No	Impact from flying objects, chips, sand or dirt  From activities like landscaping, sanding, grinding, sawing	<ul> <li>Safety glasses (+ faceshield as needed)</li> <li>Apron, coveralls</li> </ul>					

Yes No	Potential cuts or punctures from sharp objects  From activities like cutting, chopping,	<ul> <li>Leather or cut-resistant gloves</li> <li>Cut-resistant clothing</li> </ul>						
	landscaping	Cut resistant clothing						
	Loud noise							
∐ Yes ∐ No	From activities like using powered equipment	Ear plugs or ear muffs (contact EH&S for assessment, 723-0448)						
☐ Yes ☐ No	Slippery or wet surfaces							
	From activities like dishwashing, floor mopping	Slip-resistant shoes						
	Cold objects							
☐ Yes ☐ No	From activities like carrying/moving frozen foods or dry ice	Insulated gloves						
	Hot objects							
Yes No	From activities like carrying/moving hot pots/pans	Heat or flame-resistant gloves						
☐ Yes ☐ No	Moving vehicles	Little visibilità della lica						
	From activities like landscaping, road maintenance	<ul> <li>High-visibility clothing</li> <li>Steel-toed shoes</li> </ul>						
Yes No	Working from an elevated work surface	Personal fall arrest or fall restraint system (contact EH&S for						
	From activities like building maintenance	assessment, 723-0448)						
	Welding – hot slag, sparks, intense light, or	<ul><li>Welding hood, helmet</li><li>Flame-resistant clothing or coveralls</li></ul>						
Yes No	heat	Welding gloves						
		<ul><li>Steel-toed shoes</li><li>Safety glasses</li></ul>						
Yes No	Rotating machinery	<ul> <li>Face shield</li> <li>Work practice: Confine long hair/beards to prevent entanglement in</li> </ul>						
L Tes L NO	From activities like using a lathe or drill	machinery (e.g., up via bun, pinned- up ponytail, or hairnet). Do not wear any loose clothing and jewelry.						
Yes No	Vibrating equipment	Anti-vibration gloves						
	From activities like using a jackhammer	And visitation gloves						
Chemical Hazards								
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Are activities performed?	Operation/Task Involving <sup>1</sup>	Applicable PPE <sup>2</sup> (in addition to proper street clothing <sup>3</sup> )						
☐ Yes ☐ No	Potential chemical exposure from splashes, sprays, mists, or direct contact; and/or vapors,	Safety glasses (if splash potential exists, use safety goggles and face						
	fumes, gases, or dusts	<ul><li>shield instead.)</li><li>Appropriate <u>chemical-resistant gloves</u></li></ul>						
	From activities like chemical handling,	<ul> <li>Chemical-resistant coveralls or aprons</li> <li>Consult with EH&amp;S to determine if activity presents potential</li> </ul>						
	painting, solvent cleaning, pesticide/ fertilizer application, cleaning ovens, welding	respiratory hazard, which may require a respirator; call 723-0448.						

#### **Biological Hazards** Are activities Applicable PPE<sup>2</sup> Operation/Task Involving<sup>1</sup> performed? (in addition to proper street clothing3) Safety glasses Biological hazards exposure (poison oak, Latex or nitrile gloves animal dander, etc.) Yes No Long sleeves, apron, coveralls From activities like landscaping, animal Consult with EH&S to determine if activity presents potential handling respiratory hazard, which may require a respirator; call 723-0448. Potential exposure to blood or other potentially infectious materials (OPIM) If splash potential exists, use safety goggles and face shield Yes No Latex or nitrile gloves From activities like first aid/emergency response **Electrical Hazards Applicable PPE<sup>2</sup>** Are activities Operation/Task Involving<sup>1</sup> performed? (in addition to proper street clothing<sup>3</sup>) Non-conducting safety glasses Electrical shock hazards Non-conducting hard hat Yes No Flame-resistant clothing From activities like working on electrical Leather gloves or insulated rubber gloves components, building maintenance Non-conducting safety shoes Non-conducting safety glasses Arc flash potential Non-conducting hard hat Yes No Double-layer flame-resistant clothing From activities like working on energized Leather gloves over insulated rubber gloves electrical panels Non-conducting safety shoes **Other Operations/Tasks Operation/Task Involving Applicable PPE** Proper street clothing - long pants (or equivalent) that cover legs and Personnel that are not directly involved in the work operations ankles, and non-perforated, closed-toed shoes that completely cover but who are at risk for potential exposure to hazardous the feet) PPE deemed necessary (e.g., safety glasses) materials and/or physical hazards

<sup>&</sup>lt;sup>1</sup> 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.

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

<sup>&</sup>lt;sup>3</sup> Proper street clothing = Long pants (or equivalent) that covers the legs and ankles, and non-perforated, closed-toed shoes that completely cover feet.

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

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### **Section 3: Work Area-Specific PPE Training**

### 1. Deliver site-specific PPE training

Train personnel upon their joining the group or prior to performing work requiring the use of PPE. Training content shall include, but not be limited to:

- a. When and what PPE is required per Section 2: PPE Assessment
- b. Limitations of the PPE
- c. How to properly put on, adjust, wear, and remove PPE
- d. Proper care, maintenance, useful lifespan, and disposal of PPE

For more information, refer to the PPE Safety Training Guidance at <a href="http://web.stanford.edu/dept/EHS/prod/mainrencon/occhealth/Training">http://web.stanford.edu/dept/EHS/prod/mainrencon/occhealth/Training</a> Guidance.pdf

#### 2. Training documentation

- a. When personnel have demonstrated an understanding of the above training and ability to the use PPE properly, the employee and trainer must sign below that the PPE training has been conducted.
- b. Maintain training records for at least one year.

#### 3. Provide retraining

Retraining is required of work personnel when:

- a. Changes in work activities/operations render previous PPE training obsolete.
- b. Inadequacy of work personnel's knowledge or use of PPE is evident.

PPE Training Verification							
Trainee Name	Trainee Signature	SUNET ID	Training Date	Trainer Name	Trainer Signature		