

**SEPTEMBER 2023**

# **PPE HAZARD ASSESSMENT TRAINING**

---

Step by step instructions on how to complete a PPE (Personal Protective Equipment) Hazard Assessment

**ENVIRONMENTAL HEALTH & SAFETY**

**PURDUE**  
**UNIVERSITY**<sup>®</sup>  
**FORT WAYNE**

# WHAT IS A PPE HAZARD ASSESSMENT?

- A review of the job/task you are required to perform
  - What hazards does this job/task present?
  - What personal protective equipment should you wear to protect yourself from that hazard?
- Print, sign off, and date stating that you understand the hazards and the PPE required while performing that job task

# WHAT IS A PPE HAZARD ASSESSMENT?

## Where can you find Purdue's PPE Hazard Assessment?

- The PPE Hazard Assessment is in the appendix section of Purdue's PPE Policy
- <https://www.purdue.edu/ehps/rem/documents/programs/PPEPolicy.pdf>
- Contact Purdue Fort Wayne EHS staff for the policy
  - Stephanie Phillips      [steels@pfw.edu](mailto:steels@pfw.edu)
  - Erin Turner                [mckien01@pfw.edu](mailto:mckien01@pfw.edu)

# WHAT IS A PPE HAZARD ASSESSMENT?

There are multiple pages of appendices, how do I know which one to use?

- The PPE Hazard Assessment that is the most user friendly for a single task is on page 7

SEE NEXT SLIDE

APPENDIX A1

CERTIFICATION OF HAZARD ASSESSMENT  
(Single Task)

ASSESSMENT DATE(s): \_\_\_\_\_

DEPARTMENT: **Your department's information** \_\_\_\_\_

BUILDING: \_\_\_\_\_

TASK OR ASSIGNMENT DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_

HAZARDS IDENTIFIED:

Eye and Face: \_\_\_\_\_ Respiratory: \_\_\_\_\_

Head: \_\_\_\_\_ Foot: \_\_\_\_\_

Electrical: \_\_\_\_\_ Hand: \_\_\_\_\_

Whole Body: \_\_\_\_\_ Other: \_\_\_\_\_

PPE REQUIREMENTS:

Eye and Face: \_\_\_\_\_ Respiratory: \_\_\_\_\_

Head: \_\_\_\_\_ Foot: \_\_\_\_\_

Electrical: \_\_\_\_\_ Hand: \_\_\_\_\_

Whole Body: \_\_\_\_\_ Other: \_\_\_\_\_

OTHER CONTROL MEASURES: \_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION:** I certify this hazard assessment was conducted in accordance with the provisions of the Purdue University Personal Protective Equipment Policy.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**DISTRIBUTION:** Department PPE Assessment File  
REM, CIVL  
POST: Work Area

What body part/s does this task pose a hazard to?



Be sure to describe the job task in detail



Based on the hazard, what type of PPE would best protect you while completing this task?

# WHAT IS A PPE HAZARD ASSESSMENT?

Now that the PPE Hazard Assessment is complete, what's next?

- Any employee who is required to perform this specific task, needs to review the hazard assessment, and then sign the training documentation page

Where is the Training Documentation page?

- **Page 10** of the PPE Policy

**SEE NEXT SLIDE**

APPENDIX B  
PERSONAL PROTECTIVE EQUIPMENT  
CERTIFICATION OF TRAINING

DATE(S) OF TRAINING: \_\_\_\_\_

DEPARTMENT: Your department's information

BUILDING: \_\_\_\_\_ ROOM: \_\_\_\_\_

TASK OR ASSIGNMENT DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PPE REQUIREMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTENDEES:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**CERTIFICATION:** I certify training was conducted in accordance with the provisions of the Purdue University Personal Protective Equipment Policy and that each affected employee has received and understood the training provided.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**DISTRIBUTION:** Department PPE Training File  
REM, CIVL

10

Based on the PPE Hazard Assessment, list the PPE requirements



List the task exactly as it reads from the PPE Hazard Assessment that was just completed



Any employee who performs this job task is required to read the Hazard Assessment and sign under the Attendees section



If you need help determining appropriate PPE for your job task...

contact EHS



Stephanie Phillips  
Erin Turner

steels@pfw.edu  
mckien01@pfw.edu



Let's look at an example

# CHANGING A LIGHT BULB

Example of how to complete a PPE  
Hazard Assessment



PPE Hazard  
Assessment

# STEP 1



What are the potential hazards?

- Broken glass getting in the eye
- Heat from the bulb burning the hand
- Electrical shock if using improper procedure

# PPE Hazard Assessment

# STEP 1



APPENDIX A1

CERTIFICATION OF HAZARD ASSESSMENT  
(Single Task)

ASSESSMENT DATE(S): \_\_\_\_\_

DEPARTMENT: Your department's information

BUILDING: \_\_\_\_\_

TASK OR ASSIGNMENT DESCRIPTION: Changing a light bulb

HAZARDS IDENTIFIED:

Eye and Face: Broken glass Respiratory: \_\_\_\_\_

Head: \_\_\_\_\_ Foot: \_\_\_\_\_

Electrical: Electrical shock Hand: Heat

Whole Body: \_\_\_\_\_ Other: \_\_\_\_\_

PPE REQUIREMENTS:

Eye and Face: \_\_\_\_\_ Respiratory: \_\_\_\_\_

Head: \_\_\_\_\_ Foot: \_\_\_\_\_

Electrical: \_\_\_\_\_ Hand: \_\_\_\_\_

Whole Body: \_\_\_\_\_ Other: \_\_\_\_\_

OTHER CONTROL MEASURES: \_\_\_\_\_

**CERTIFICATION:** I certify this hazard assessment was conducted in accordance with the provisions of the Purdue University Personal Protective Equipment Policy.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

DISTRIBUTION: Department PPE Assessment File  
REM. CIVL  
POST: Work Area

PPE Hazard  
Assessment

# STEP 2



What personal protect equipment would best protect you against these hazards?

- Safety glasses
- Heat resistant gloves

# PPE Hazard Assessment

## STEP 2



APPENDIX A1

CERTIFICATION OF HAZARD ASSESSMENT  
(Single Task)

ASSESSMENT DATE(S): \_\_\_\_\_

DEPARTMENT: Your department's information

BUILDING: \_\_\_\_\_

TASK OR ASSIGNMENT DESCRIPTION: Changing a light bulb

HAZARDS IDENTIFIED:

Eye and Face: Broken glass Respiratory: \_\_\_\_\_

Head: \_\_\_\_\_ Foot: \_\_\_\_\_

Electrical: Electrical shock Hand: Heat

Whole Body: \_\_\_\_\_ Other: \_\_\_\_\_

PPE REQUIREMENTS:

Eye and Face: Safety glasses Respiratory: \_\_\_\_\_

Head: \_\_\_\_\_ Foot: \_\_\_\_\_

Electrical: \_\_\_\_\_ Hand: Heat resistant gloves

Whole Body: \_\_\_\_\_ Other: \_\_\_\_\_

OTHER CONTROL MEASURES: \_\_\_\_\_

**CERTIFICATION:** I certify this hazard assessment was conducted in accordance with the provisions of the Purdue University Personal Protective Equipment Policy.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

DISTRIBUTION: Department PPE Assessment File  
REM. CIVL  
POST: Work Area

# PPE Hazard Assessment

## STEP 3



APPENDIX B

PERSONAL PROTECTIVE EQUIPMENT  
CERTIFICATION OF TRAINING

DATE(S) OF TRAINING: Today's date

DEPARTMENT: Your department's information

BUILDING: \_\_\_\_\_ ROOM: \_\_\_\_\_

TASK OR ASSIGNMENT DESCRIPTION: Changing a light bulb

PPE REQUIREMENTS: Safety glasses, heat resistant gloves

ATTENDEES: Employee 1 \_\_\_\_\_

Employee 2 \_\_\_\_\_

Employee 3 \_\_\_\_\_

**CERTIFICATION:** I certify training was conducted in accordance with the provisions of the Purdue University Personal Protective Equipment Policy and that each affected employee has received and understood the training provided.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

DISTRIBUTION: Department PPE Training File  
REM, CIVL

Make sure your employees read the hazard assessment and then **print, sign and date** the Certification of Training



# PPE Hazard Assessment

# STEP 4



POST IT!

Make two copies of each completed document

1<sup>st</sup> set is to be posted in a visible area for your employees

2<sup>nd</sup> set is to be sent to EHS (SB G48) for recordkeeping