

MAY 2020

PPE HAZARD ASSESSMENT TRAINING

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

RADIOLOGICAL & ENVIRONMENTAL MANAGEMENT

PURDUE
UNIVERSITY[®]
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 REM staff for the policy
 - Stephanie Phillips steels@pfw.edu
 - Jenna Biggins justja01@pfw.edu
 - Erin Turner 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

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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 REM



Stephanie Phillips
Jenna Biggins
Erin Turner

steels@pfw.edu
justja01@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: <u>Broken glass</u>	Respiratory: _____
Head: _____	Foot: _____
Electrical: <u>Electrical shock</u>	Hand: <u>Heat</u>
Whole Body: _____	Other: _____

PPE REQUIREMENTS:

Eye and Face: <u>Safety glasses</u>	Respiratory: _____
Head: _____	Foot: _____
Electrical: _____	Hand: <u>Heat resistant gloves</u>
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

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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

1st set is to be posted in a visible area for your employees

2nd set is to be sent to REM (SB G48) for recordkeeping