

SAFETY MEETING TOPIC

This form shall be completed and kept on file

Job Name _____ Location _____ Job No. _____
Meeting Leader _____ Title _____
Date Held _____ Place _____ Time _____
Subject of Meeting PERSONAL PROTECTIVE EQUIPMENT CHECKLIST

GENERAL PPE CHECKLIST

Have you conducted an evaluation to determine the hazards that are present in the work place?

Has a list of hazards been compiled?

Has a list of all required protective clothing and equipment been compiled?

Have hazards been eliminated or controls put in place?

Is the proper protective devices available to each employee exposed to the hazards?

Does the degree of protection offered by the protective device exceed the hazard?

Do all protective devices meet the ANSI Standard and are they properly marked?

Are protective devices the correct size or properly adjusted for the individual employee?

Is there a policy and procedure for inspecting protective device each time they are used?

Is there a policy and procedures for properly maintaining each protective device?

Are the manufacturer's instructions for protective devices readily available to the workers?

Is the necessary equipment available to properly maintain the equipment?

- Cleaning equipment and supplies
- Storage devices
- Replacement parts

Have affected workers been trained for:

- Hazards in the work place
- When and where the use of protective clothing is required
- Fit testing protective clothing
- Donning protective clothing
- Monitoring the effectiveness of protective clothing
- Doffing protective clothing

- Inspection of Protective Clothing
- Procedures to follow if protective clothing fails
- Storage of protective clothing
- Maintenance of protective clothing
- Limitation of the protective clothing
- Hazards encountered when using protective clothing.

Have affected workers given the opportunity to practice and demonstrate their competence before entering the hazardous environment.

EYE AND FACE PROTECTION CHECKLIST

Do the lenses of employees wearing prescription spectacles meet the ANSI Standard and are they properly marked?

Do the spectacles used provide angular protection? (i.e., side shields)

Are contact lens wearers properly warned and protected from the special hazards they may encounter?

Is the use of contact lenses restricted in certain hazard areas?

HEARING CONSERVATION CHECKLIST

Is a noise monitoring program that has been put into place based on:

- Complaints from employees about the loudness of sound or loss of hearing;
- Conditions which make normal conversation difficult or information about the noise of specific operations?

Have all possible engineering or administrative controls been used to reduce noise levels below 85 db TWA? (If levels are reduced below 85 db TWA no further action is necessary other than periodic monitoring to ensure levels remain below this level.)

Are impact noises below 130 db?

Does monitoring include a personal representative of mobile workers, all continuous, intermittent and impulse sound levels?

Has monitoring equipment been calibrated?

Did calibration include:

- Functional test each day before use;
- Acoustical test according to appendix E annually;
- Exhaustive calibration every 2 years?

Does the monitoring program include provisions for repeat monitoring where exposures increase significantly?

Have employees exposed to levels above 85 db been notified?

Have employees or reps been allowed to observe monitoring?

Employees have received baseline audiogram from a competent technician within 6 months of exposure to 85 db or more.

Employees were notified to avoid loud noise 14 hours before the baseline test.

Do audiograms meet OSHA 1910.95 Appendix C which includes:

- Audiometers meet ANSI S3.6-1969;
- Rooms used for audiometric tests meet OSHA 1910.95 Appendix D;
- Annual audiograms performed on all employees exposed at or above 85 db;
- An audiologist, physician or otolaryngologist reviews problem audiograms;
- Employees with threshold shifts are notified in writing within 21 days.

THE FOLLOWING ACTION SHOULD BE TAKEN UNLESS A PHYSICIAN STATES THE SHIFT IS NOT WORK-RELATED

Employees are provided or refit with hearing protectors and trained.

Employees are referred for an exam or additional tests if necessary or for ear problems not work related.

A variety of hearing protectors are made available to employees.

An initial fitting of hearing protectors has been assured by the employer.

The employer supervises the correct use of hearing protectors.

Employees exposed to 90 db or exposed to 85 db before baseline test or if a STS occurs are required to wear hearing protectors.

Hearing protectors have been evaluated and reduce exposure below 85 db.

A copy of the Standard is available and posted for employees.

Information provided by OSHA is available to employees.

Records are available to employees upon request.

Records of noise exposure are maintained for 2 years.

Audiometric tests are maintained for the duration of employment.

Audiometric Records include employee's name and job, date of test, examiner's name, last calibration of equipment, employer's most recent noise exposure assessment, and background noise in test room.

Annual training is conducted and includes:

- Effects of noise;
- Purpose, advantages, disadvantages, attenuation, selection, fit, use and care of hearing protectors;
- Purpose and procedures for audiometric tests.