

EMPLOYEE TRAINING RECORD

TRAINING TITLE **General Requirements for PPE**

KEY TEACHING POINTS

WHERE PERSONAL PROTECTIVE EQUIPMENT FITS IN

- Engineering Controls
- Administrative Controls
- Personal Protective Equipment

EMPLOYER RESPONSIBILITIES FOR USING PERSONAL PROTECTIVE EQUIPMENT

- Assess workplace hazards
- Select PPE that will protect against the hazard, and fit the employee
- Train employees about PPE
- Document the training with written certification
- Replace consumed, defective or damaged PPE
- If changes in the workplace situation render training or PPE obsolete, return to "assess" and repeat all steps

EMPLOYER VS VENDOR

- Employer must assess workplace for hazards
- Employer provides vendor with complete information about hazards found
- Vendor provides employer with PPE choices that will protect against the hazards, and information about the cost vs the degree of protection
- Employer makes intelligent choice about PPE

EMPLOYEE RESPONSIBILITIES FOR USING PERSONAL PROTECTIVE EQUIPMENT

- Recognizes the hazards of the workplace
- Knows how to protect against the hazards
- Inspects, maintains, and uses PPE

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 Personal Protective Equipment is the best method to use to protect employees from hazards.		
2 It is the responsibility of the employee to assess workplace hazards.		
3 The employer provides the vendor with information on the hazards found in the workplace.		
4 The employee inspects, maintains and uses PPE required by the vendor.		
5 The supervisor is responsible for deciding what PPE is appropriate for the worksite.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

1. False 2. False 3. True 4. False 5. True