

# PPE HAZARD ASSESSMENT GUIDE

## Instructions:

The hazard assessment checklist lists tasks that may create hazards to which your employees may be exposed. This template has been designed to help you conduct a workplace hazard assessment for the purpose of determining the necessary personal protective equipment (PPE) for exposed employees. Workplace tasks have been grouped by department. The instructions below outline the steps you should take to complete the assessment and determine what PPE must be provided to your employees.

1. Using the Hazard Assessment Certification form(s), conduct a walk through survey of each department and **place initials in the first column for the tasks applicable** to your company.
2. Read through the list of hazards in the third column and decide how you are going to control the hazards. Consider use of an appropriate engineering control, such as guarding or ventilation, or an administrative control, such as a safety policy, to eliminate or reduce the hazards before resorting to using PPE.
3. If the hazard can not be eliminated, the required protective equipment listed in the fourth column shall be used to protect your employees from the hazard. Make any necessary additions and/or changes as appropriate. Initial additions/changes.
4. Complete the certification (**sign and date**) at the bottom of each page
5. Once the need for PPE has been determined, you as the employer must ensure the use of approved PPE by your employees.
6. In addition you must train your employees on the following: when PPE is necessary, what PPE is necessary for each task, how to properly put on, take off, adjust and wear the PPE, the limitations of use, and the proper care, maintenance, useful life and disposal of the PPE.
7. Provide a copy of assessment during training, and have employees acknowledge that they understand the requirements. An employee sign-off form has been provided to document training. Enforcement of the requirements is vital to insure employees' continued use of PPE.
8. File Certification forms and training records with appropriate safety related paperwork.

***Posting the PPE Hazard Assessment in each department is recommended to serve as a visual reminder to employees of the PPE requirements for indicated tasks.***

***Template provided as a service by RADA and Utica National***

# PPE HAZARD ASSESSMENT ACKNOWLEDGEMENT

I have read the PPE evaluation for my work place and understand that it is my responsibility to use the appropriate personal protective equipment (PPE) as listed for each of the tasks for which it is necessary. I have been informed of the hazards and appropriate PPE for my job, I have been trained to use the appropriate PPE, and the PPE has been made available to me by my employer.

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# PPE HAZARD ASSESSMENT

## Service Department

Init.	Task	Hazards	Required Protective Equipment
	Walking/standing in work area	Wet conditions or slippery floors	Footwear with slip-resistant soles; ___ Safety-toe required (if initialed)
	General work environment exposure	Cuts, scrapes, & lacerations; chemical absorption	Protective clothing/uniform; ___ Long pants required (if initialed)
	Working under vehicles	Falling or flying particles	Safety glasses with side-shields
	Grinding operations (i.e. brake work), brake lathe	Flying particles; sparks	Safety glasses with side-shields and face shield or goggles
	Use of power/air tools, and hammering/ chipping	Flying particles; noise	Safety glasses with side-shields; hearing protection for extended use
	Cleaning with compressed air	Flying particles; noise (compressed air use on clothing and/or skin, is prohibited)	Safety glasses with side-shields; hearing protection for extended use
	Oil changes	Chemical splash; chemical absorption	Safety glasses with side-shields; medium duty chemical-resistant gloves
	Chemical use and chemical transfer	Chemical splash or spray; chemical absorption	Safety glasses with side-shields; chemical goggles/face shield <sup>1</sup> ; gloves <sup>1</sup>
	Solvent parts washing	Chemical splash or spray; chemical absorption	Safety glasses with side-shields; face shield; medium to heavy duty chemical-resistant gloves <sup>1</sup>
	Use of aerosols	Flying particles; chemical spray; possible respiratory hazards	Safety glasses with side-shields; respiratory protection when ventilation is limited <sup>2</sup>
	Battery servicing	Acid splash; corrosive burns	Chemical splash goggles or face shield; safety glasses with side shields; acid-proof gloves/clothing
	Material handling (lifting, carrying, objects handled)	Dropped/falling material; cuts, scrapes, & lacerations; strains	Hand protection; footwear with slip-resistant soles; ___ Safety-toe required (if initialed)
	Tire changers and balancers	Dropped/falling material; flying particles	Safety glasses with side-shields; footwear with slip-resistant soles; ___ safety-toe required (if initialed)
	Using cutting torch	Light radiation; flying particles; sparks; heat	Burning glasses or goggles (shades 3-5); light to medium duty leather gloves; ear protection; heavy cotton long sleeve shirt and pants
	Welding	Flying particles; light radiation; heat; burns; possible respiratory hazards	Safety glasses with side-shields; welding hood (shade >10); respiratory protection when ventilation is limited <sup>2</sup> ; welding sleeves, gloves, and clothing
	Changing compressed gas cylinders	Frostbite; uncontrolled pressure release; falling cylinders	Insulated gloves; eye protection; footwear with slip-resistant soles; ___ safety-toe required (if initialed)
	Hybrid/ electric vehicle work	Stored energy, electrical arc flash, shock, fire, explosion, electric fields	Controls and PPE as per manufacturer and company policies.
	Other/ Non-routine tasks	See supervisor	See supervisor

<sup>1</sup> As indicated on the product Safety Data Sheet

<sup>2</sup> Employee must be clean shaven for tight fitting respirators

### EMPLOYER CERTIFICATION:

\_\_\_\_\_ (Dealership) has conducted a formal hazard evaluation of facility job functions to determine PPE requirements for affected employees. The assessment includes: walk-through survey, job analysis, review of safety equipment selection criteria, and selection of appropriate required PPE.

Assessment Certified by (Print): \_\_\_\_\_ (Sign): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

# PPE HAZARD ASSESSMENT

## Detail Department

Init.	Task	Hazards	Required Protective Equipment
	Walking/standing in work area	Wet conditions or slippery floors	Footwear with slip-resistant soles ___ Safety-toe required (if initialed)
	General work environment exposure	Cuts, scrapes, & lacerations; chemical absorption	Protective clothing/uniform; ___ Long pants required (if initialed)
	Pressure washing	Flying particles; splash/spray	Safety glasses with side-shields
	Cleaning with compressed air	Flying particles; noise (compressed air use on clothing, skin, & person prohibited)	Safety glasses with side-shields; hearing protection for extended use
	Use of razor blades	Cut & lacerations (use proper blade holder)	Cut-resistant hand protection if proper holder and technique cannot be used
	Chemical use and transfer (i.e. cleaners)	Spraying/splashing chemicals; chemical absorption	Safety glasses with side-shields; chemical goggles/face shield <sup>1</sup> ; gloves <sup>1</sup>
	Wheel acid cleaner (i.e. with hydrofluoric acid)	Severe chemical burns to eyes and skin; chemical absorption; delayed toxicity; respiratory hazard	Safety glasses with side-shields/ chemical goggles/ face shield <sup>1</sup> ; acid-resistant gloves <sup>1</sup> ; protective clothing/rubber apron <sup>1</sup> ; respiratory protection <sup>1,2</sup>
	Rustproofing/ undercoating	Spraying/splashing chemicals; chemical absorption; respiratory hazard	Safety glasses with side-shields; chemical resistant gloves <sup>1</sup> ; protective clothing <sup>1</sup> ; respiratory protection <sup>1,2</sup>
	Other/ Non-routine tasks	See supervisor	See supervisor

## Parts Department

Init.	Task	Hazards	Required Protective Equipment
	Key cutting	Flying particles	Safety glasses with side-shields
	Material handling (lifting, moving objects)	Dropped/falling material; cuts, scrapes, & lacerations; strains	Shoes with slip-resistant soles; hand protection; ___ Safety-toe required (if initialed)
	Changing compressed gas cylinders	Frostbite; uncontrolled pressure release; falling cylinders	Insulated gloves; eye protection; shoes with slip-resistant soles; ___ safety-toe required (if initialed)
	Other/ Non-routine tasks	See supervisor	See supervisor

## Sales/Office/Lot

Init.	Task	Hazards	Required Protective Equipment
	Walking/standing in work area/ outside	Wet conditions or slippery floors; snow/ice in outdoor areas	Shoes with slip-resistant soles; Seasonal wear: boots, outerwear, gloves

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Title: \_\_\_\_\_ Date: \_\_\_\_\_

# PPE HAZARD ASSESSMENT

## Body Shop &/or Bedliner

Init.	Task	Hazards	Required Protective Equipment
	Walking/standing in work area	Wet conditions or slippery floors	Footwear with slip-resistant soles; ___ Safety-toe required (if initialed)
	General work environment exposure	Cuts, scrapes, & lacerations; chemical absorption	Protective clothing/uniform; ___ Long pants required (if initialed)
	Working under vehicles	Falling or flying particles	Safety glasses with side-shields
	Grinding operations	Flying particles; sparks	Safety glasses with side-shields and face shield or goggles
	Use of power/air tools, and hammering/ chipping	Flying particles; noise	Safety glasses with side-shields; hearing protection for extended use
	Cleaning with compressed air	Flying particles, noise (compressed air use on clothing, skin, & person prohibited)	Safety glasses with side-shields; hearing protection for extended use
	Chemical use and chemical transfer	Chemical splash or spray; chemical absorption	Safety glasses with side-shields; chemical goggles/face shield <sup>1</sup> ; gloves <sup>1</sup>
	Solvent parts washing	Chemical splash or spray; chemical absorption	Safety glasses with side-shields; face shield; medium to heavy duty chemical-resistant gloves <sup>1</sup>
	Use of aerosols	Flying particles; chemical spray; possible respiratory hazards	Safety glasses with side-shields; respiratory protection when ventilation is limited <sup>2</sup>
	Paint mixing	Chemical splash/spray; respiratory hazards	Safety glasses with side-shields; respiratory protection unless local exhaust is provided <sup>2</sup>
	Painting	Flying particles; chemical spray; chemical absorption; respiratory hazards	Safety glasses with side-shields; protective clothing/disposable coveralls <sup>1</sup> ; chemical-resistant gloves <sup>1</sup> ; respiratory protection <sup>2</sup>
	Isocyanate exposure in hardeners and clearcoats	Chemical splash/spray; chemical absorption; sensitization; respiratory hazards	Respiratory protection <sup>2</sup> with chemical goggles or full facemask; full body coverall <sup>1</sup> ; medium to heavy duty chemical-resistant gloves <sup>1</sup>
	Paint gun wash	Chemical splash/spray; chemical absorption; respiratory hazards	Safety glasses with side-shields; respiratory protection unless local exhaust is provided <sup>2</sup>
	Material handling (lifting, carrying, objects handled)	Dropped/falling material; cuts, scrapes, & lacerations; strains	Hand protection; footwear with slip-resistant soles; ___ Safety-toe required (if initialed)
	Using cutting torch	Light radiation; flying particles; sparks; heat	Burning glasses or goggles (shades 3-5); light to medium duty leather gloves; ear protection; heavy cotton long sleeve shirt and pants
	Welding	Flying particles; light radiation; heat; burns; possible respiratory hazards	Safety glasses with side-shields; welding hood (shade >10); respiratory protection when ventilation is limited <sup>2</sup> ; welding sleeves, gloves, and clothing
	Hybrid/ electric vehicle work	Stored energy, electrical arc flash, shock, fire, explosion, electric fields	Controls and PPE as per manufacturer and company policies.
	Other/ Non-routine tasks	See supervisor	See supervisor

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