



PPE HAZARD ASSESSMENT GUIDE

This tool 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. The hazard assessment checklist identifies activities that may create hazards to which your employees may be exposed. The activities are grouped by tasks performed within each department. The instructions below outline the steps you should take to complete the assessment and determine what PPE must be provided to your employees.

Instructions:

1. Using the Hazard Assessment Certification form, conduct a walk through survey of each department and **check off the applicable tasks on the form.**
2. Read through the list of hazards in the second 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 third column shall be used to protect your employees from the hazard.
4. Complete the certification on the third page of the assessment form and file in the Safe-T-First binder.
5. Once the need for PPE has been determined, you as the employer must now provide approved PPE for 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 PPE, the limitations of use, and the proper care, maintenance, useful life and disposal of PPE.
7. Employees should acknowledge that they understand the requirements for use of PPE. An employee sign-off form has been provided to document training. Enforcement of requirements is vital to insure employees' continued use of PPE.



PPE HAZARD ASSESSMENT CERTIFICATION

_____ (Dealership) has conducted a formal hazard evaluation of all facility job functions to determine PPE requirements for affected employees. The hazard evaluation was conducted by _____ on _____.

SERVICE DEPARTMENT

✓	Task	Hazards	Required Protective Equipment
	Working under vehicles	Falling or flying particles	Safety glasses with side-shields
	Material handling (lifting, carrying, objects handled)	Dropped/falling material; cuts, scrapes, lacerations; strains	Hand protection; safety-toe shoes with slip-resistant soles
	Oil changes	Chemical splash, chemical absorption	Safety glasses with side-shields; hand protection
	Tire changes	Dropped/falling material; flying particles	Safety glasses with side-shields; safety-toe shoes with slip-resistant soles
	Battery Charger	Acid splash	Safety glasses with side-shields
	Walking/standing in work area	Wet conditions or slippery floors	Safety-toe shoes with slip-resistant soles
	Using cutting torch	Light radiation, flying particles, sparks, heat	Burning glasses or goggles (shades 3-5); light to medium duty leather gloves
	Parts washing	Chemical splash or spray, chemical absorption	Safety glasses with side-shields; face shield; medium to heavy duty chemical-resistant gloves*
	Transfer of liquid chemicals	Chemical splash or spray, chemical absorption	Safety glasses with side-shields; face shield; medium to heavy duty chemical-resistant gloves*
	Grinding operations, brake lathe, brake work	Flying particles, sparks	Safety glasses with side-shields; face shield (for grinding)
	Cleaning with compressed air (blowing off equipment/vehicle)	Flying particles, noise	Safety glasses with side-shields; face shield; hearing protection for extended use
	Use of aerosols	Flying particles, chemical spray, possible respiratory hazards	Safety glasses with side-shields; respiratory protection when ventilation is limited
	Use of air tools, hammering, chipping, grinding	Flying particles, noise	Safety glasses with side-shields, hearing protection for extended use
	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; welding sleeves and gloves
	General work environment exposure	Cuts, scrapes, lacerations; chemical absorption	Protective clothing/uniform with long pants (uncuffed)

* as indicated on the product Safety Data Sheet



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DETAIL DEPARTMENT

✓	Task	Hazards	Required Protective Equipment
	Chemical handling (transfer of liquid chemicals or use of spray bottles)	Spraying/splashing chemicals; chemical absorption	Safety glasses with side-shields; medium to heavy duty chemical-resistant gloves*; protective clothing/disposable coveralls
	Pressure washing	Flying particles, chemical splash/spray	Safety glasses with side-shields; face shield
	Use of razor blades	Cuts, lacerations	Use of proper blade holder; cut-resistant hand protection
	Rustproofing/undercoating	Spraying/splashing chemicals; chemical absorption; respiratory hazard	Safety glasses with side-shields; chemical resistant gloves*; respiratory protection*
	Cleaning with compressed air (blowing off equipment/vehicle)	Flying particles, noise	Safety glasses with side-shields; face shield; hearing protection for extended use
	Walking/standing in work area	Wet conditions or slippery floors	Safety-toe shoes with slip-resistant soles

* as indicated on the product Safety Data Sheet

PARTS DEPARTMENT

	Task	Hazards	Required Protective Equipment
	Key cutting	Flying particles	Safety glasses with side-shields
	Material handling (lifting, carrying, objects handled)	Dropped/falling material; cuts, scrapes, lacerations; strains	Safety-toe shoes with slip-resistant soles; hand protection

SALES/OFFICE

	Task	Hazards	Required Protective Equipment
	Walking/standing in work area	Wet conditions or slippery floors	Shoes with slip-resistant soles

EMPLOYER CERTIFICATION

This hazard assessment has been performed to determine the required type of PPE for each affected employee. The assessment includes: Walk-through survey, job analysis, review of safety equipment selection criteria and selection of appropriate required PPE.

Assessment Certified by: _____ Title: _____

Date: _____



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BODY SHOP

✓	Task	Hazards	Required Protective Equipment
	Working under vehicles	Falling or flying particles	Safety glasses with side-shields
	Material handling (lifting, carrying, objects handled)	Dropped/falling material; cuts, scrapes, lacerations; strains	Hand protection; safety-toe shoes with slip-resistant soles
	Walking/standing in work area	Wet conditions or slippery floors	Safety-toe shoes with slip-resistant soles
	Using cutting torch	Light radiation, flying particles, sparks, heat	Burning glasses or goggles (shades 3-5); light to medium duty leather gloves
	Parts washing	Chemical splash or spray, chemical absorption	Safety glasses with side-shields; face shield; medium to heavy duty chemical-resistant gloves*
	Transfer of liquid chemicals	Chemical splash or spray, chemical absorption	Safety glasses with side-shields; face shield; medium to heavy duty chemical-resistant gloves*
	Grinding operations, buffing, sanding	Flying particles, sparks, dust hazards	Safety glasses with side-shields; face shield; respiratory protection
	Cleaning with compressed air (blowing off equipment/vehicle)	Flying particles, noise	Safety glasses with side-shields; face shield; hearing protection for extended use
	Use of aerosols	Flying particles, chemical spray, possible respiratory hazards	Safety glasses with side-shields; respiratory protection when ventilation is limited
	Use of air tools, hammering, chipping, grinding, sanding	Flying particles, noise	Safety glasses with side-shields; hearing protection for extended use
	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; welding sleeves and gloves
	Painting	Flying particles, chemical spray, chemical absorption, respiratory hazards	Safety glasses with side-shields; protective clothing/disposable coveralls; hand protection; respiratory protection*
	Paint mixing	Chemical splash/spray; respiratory hazards	Safety glasses with side-shields; respiratory protection unless local exhaust is provided
	Paint Sprayer Wash	Chemical splash/spray; chemical absorption; respiratory hazards	Safety glasses with side-shields; respiratory protection unless local exhaust is provided
	General work environment exposure	Cuts, scrapes, lacerations; chemical absorption	Protective clothing/uniform with long pants (uncuffed)

* as indicated on the product Safety Data Sheet