

PPE Compliance Checklist

A field-level checklist for verifying PPE availability, condition, and use

ISO 45001 • ISO 14001 • ISO 9001

Personal protective equipment only protects workers when it is available, in good condition, and actually worn correctly. This checklist gives inspectors a practical sequence for verifying PPE compliance on site, from issue and condition through hazard-specific requirements and training.

A PPE Availability & Issue

- ☐ Is the required PPE for each task defined and communicated to workers?
- ☐ Is PPE readily available at point of use or issue stations?
- ☐ Are stock levels sufficient to replace damaged or worn items without delay?
- ☐ Is there a documented record of PPE issued to each employee?
- ☐ Are visitors and contractors issued appropriate PPE before entering the site?

B PPE Condition & Inspection

- ☐ Is PPE visually inspected for damage or wear before each use?
- ☐ Are damaged or expired items removed from circulation immediately?
- ☐ Are PPE inspection dates and results recorded?
- ☐ Is PPE stored correctly when not in use to avoid degradation?
- ☐ Are manufacturer expiry or service-life dates checked and enforced?

C PPE Usage Compliance

- ☐ Are workers wearing the correct PPE for the task and area they are in?
- ☐ Are PPE-mandatory zones clearly signed at entry points?
- ☐ Is PPE worn correctly, not just present (e.g. straps fastened, visors down)?
- ☐ Are non-compliance instances observed, recorded, and corrected on the spot?
- ☐ Is there visible supervisory enforcement of PPE requirements?

D Head, Eye & Face Protection

- ☐ Are hard hats worn in all designated head-protection zones?
- ☐ Are hard hats free of cracks, dents, or degradation from UV exposure?
- ☐ Is eye and face protection matched to the specific hazard (impact, chemical, welding)?
- ☐ Are safety glasses or face shields worn during grinding, cutting, or chemical handling tasks?

E Hearing & Respiratory Protection

- ☐ Is hearing protection worn in areas exceeding the defined noise threshold?
- ☐ Is the hearing protection's rated attenuation appropriate for the measured noise level?
- ☐ Is respiratory protection selected based on a documented exposure assessment?
- ☐ Have workers using respirators been fit-tested for the specific model issued?
- ☐ Are respirator filters and cartridges replaced according to the manufacturer schedule?

F Hand & Foot Protection

- ☐ Is glove type matched to the specific hazard (cut, chemical, thermal, electrical)?
- ☐ Are gloves inspected for punctures, tears, or chemical degradation before use?
- ☐ Are safety boots worn in all designated foot-protection areas?
- ☐ Do safety boots meet the required rating (impact, puncture, electrical, slip resistance) for the task?

G PPE Training & Competency

- ☐ Have workers been trained on correct fitting, use, and limitations of issued PPE?
- ☐ Is PPE training refreshed at a defined interval or after incidents?
- ☐ Can workers explain why specific PPE is required for their task?
- ☐ Are new employees issued and trained on PPE before starting work?
- ☐ Are training records available and up to date for all employees on site?

H PPE Storage & Maintenance

- ☐ Is PPE storage clean, dry, and free from contamination sources?
- ☐ Is reusable PPE cleaned or decontaminated according to a defined procedure?
- ☐ Are PPE storage areas clearly labelled and organised by type?
- ☐ Is a maintenance schedule followed for equipment such as respirators and fall-arrest harnesses?

I Non-Conformance & Replacement

- ☐ Is there a defined process for reporting lost, damaged, or non-conforming PPE?
- ☐ Are replacement requests actioned within a reasonable timeframe?
- ☐ Are recurring PPE non-conformances logged and linked to corrective actions?
- ☐ Are trends in PPE non-conformance reviewed to identify systemic issues?