

General Work Area Personal Protective Equipment (PPE) Assessment Tool

This tool is designed to:

- Identify and document hazards in the general work area and the required PPE to minimize exposure.
- Document the required completion of site-specific PPE training.

The Supervisor may assign a designee to perform or assist in the above duties but must ensure they are carried out.

General Work Area is defined as locations where hazardous materials and/or equipment are used and/or stored such as shops, kitchens, loading docks, visual/performing art studios, and janitorial storage areas; they are not laboratory areas.

Section 1: General Work Area Information

Department	
Supervisor	
Phone Number, e-mail	
Building/Rooms	

Section 2: PPE Assessment

1. Assess potential hazards and appropriate PPE for general work areas under your supervision.
 - a. Include a walk-through survey of work areas.
 - b. Use the checklist below.
 - Check the corresponding boxes for the operations/tasks your unit conducts.
Note: If a risk assessment by the supervisor determines that, for some operations, more or less protective PPE is required than the applicable PPE indicated, this must be documented on the PPE assessment tool or separate document.
 - Use the section at the end of the checklist to include any hazards and PPE not covered in the form.
2. Complete and sign the "Certification of PPE Assessment." Keep a local copy.
3. Update the PPE assessment when new hazards are introduced into your work area.

For further technical guidance and assistance with PPE selection, consult with EH&S at 723-0448.

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Physical Hazards		
Are activities performed?	Operation/Task Involving¹	Applicable PPE (in addition to proper street clothing²)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Overhead hazards or heavy objects <i>From activities like working under elevated platforms, tree trimming</i>	<ul style="list-style-type: none"> • Hard hat (for overhead hazards) • Safety glasses • Steel-toed shoes
<input type="checkbox"/> Yes <input type="checkbox"/> No	Impact from flying objects, chips, sand or dirt <i>From activities like landscaping, sanding, grinding, sawing</i>	<ul style="list-style-type: none"> • Safety glasses (+ face shield as needed) • Apron, coveralls
<input type="checkbox"/> Yes <input type="checkbox"/> No	Potential cuts or punctures from sharp objects <i>From activities like cutting, chopping, landscaping</i>	<ul style="list-style-type: none"> • Leather or cut-resistant gloves • Cut-resistant clothing
<input type="checkbox"/> Yes <input type="checkbox"/> No	Loud noise <i>From activities like using powered equipment</i>	<ul style="list-style-type: none"> • Ear plugs or ear muffs (Contact EH&S for assessment, 723-0448.)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Slippery or wet surfaces <i>From activities like dishwashing, floor mopping</i>	<ul style="list-style-type: none"> • Slip-resistant shoes
<input type="checkbox"/> Yes <input type="checkbox"/> No	Cold objects <i>From activities like carrying/moving frozen foods or dry ice</i>	<ul style="list-style-type: none"> • Insulated gloves
<input type="checkbox"/> Yes <input type="checkbox"/> No	Hot objects <i>From activities like carrying/moving hot pots/pans</i>	<ul style="list-style-type: none"> • Heat or flame-resistant gloves
<input type="checkbox"/> Yes <input type="checkbox"/> No	Moving vehicles <i>From activities like landscaping, road maintenance</i>	<ul style="list-style-type: none"> • High-visibility clothing • Steel-toed shoes
<input type="checkbox"/> Yes <input type="checkbox"/> No	Working from an elevated work surface <i>From activities like building maintenance</i>	<ul style="list-style-type: none"> • Personal fall arrest or fall restraint system (Contact EH&S for assessment, 723-0448.)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Welding – hot slag, sparks, intense light, or heat	<ul style="list-style-type: none"> • Welding hood, helmet • Flame-resistant clothing or coveralls • Welding gloves • Steel-toed shoes
<input type="checkbox"/> Yes <input type="checkbox"/> No	Rotating machinery <i>From activities like using a lathe or drill</i>	<ul style="list-style-type: none"> • Safety glasses • Face shield • Work practice: Confine long hair/beards to prevent entanglement in machinery (e.g., up via bun, pinned- up ponytail, or hairnet). Do not wear any loose clothing and jewelry.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Vibrating equipment <i>From activities like using a jackhammer</i>	<ul style="list-style-type: none"> • Anti-vibration gloves

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Chemical Hazards

Are activities performed?	Operation/Task Involving ¹	Applicable PPE (in addition to proper street clothing ²)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Potential chemical exposure from splashes, sprays, mists, or direct contact; and/or vapors, fumes, gases, or dusts <i>From activities like chemical handling, painting, solvent cleaning, pesticide/fertilizer application, cleaning ovens, welding</i>	<ul style="list-style-type: none"> • Safety glasses (If splash potential exists, use safety goggles and face shield instead.) • Appropriate chemical-resistant gloves • Chemical-resistant coveralls or aprons • Consult with EH&S to determine if activity presents potential respiratory hazard, which may require a respirator; call 723-0448.

Biological Hazards

Are activities performed?	Operation/Task Involving ¹	Applicable PPE (in addition to proper street clothing ²)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Biological hazards exposure (poison oak, animal dander, etc.) <i>From activities like landscaping, animal handling</i>	<ul style="list-style-type: none"> • Safety glasses • Latex or nitrile gloves • Long sleeves, apron, coveralls • Consult with EH&S to determine if activity presents potential respiratory hazard, which may require a respirator; call 723-0448.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Potential exposure to blood or other potentially infectious materials (OPIM) <i>From activities like first aid/emergency response</i>	<ul style="list-style-type: none"> • Safety glasses (If splash potential exists, use safety goggles and face shield.) • Latex or nitrile gloves

Electrical Hazards

Are activities performed?	Operation/Task Involving ¹	Applicable PPE (in addition to proper street clothing ²)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical shock hazards <i>From activities like working on electrical components, building maintenance</i>	<ul style="list-style-type: none"> • Non-conducting safety glasses • Non-conducting hard hat • Flame-resistant clothing • Leather gloves or insulated rubber gloves • Non-conducting safety shoes
<input type="checkbox"/> Yes <input type="checkbox"/> No	Arc flash potential <i>From activities like working on energized electrical panels</i>	<ul style="list-style-type: none"> • Non-conducting safety glasses • Non-conducting hard hat • Double-layer, flame-resistant clothing • Leather gloves over insulated rubber gloves • Non-conducting safety shoes

Other Operations/Tasks

Operation/Task Involving	Applicable PPE
Personnel that are not directly involved in the work operations but who are at risk for potential exposure to hazardous materials and/or physical hazards	<ul style="list-style-type: none"> • Proper street clothing - long pants (or equivalent) that cover legs and ankles, and non-perforated, closed-toed shoes that completely cover the feet • PPE deemed necessary (e.g., safety glasses)

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¹ Conduct activities with potential to generate airborne contaminants using appropriate engineering controls (e.g., paint booths, snorkel trunk, glove box). If engineering controls are not feasible, consult EH&S to determine if the activity presents a respiratory hazard, which may require a respirator; call 723-0448.

² Proper street clothing = *Long pants (or equivalent) that covers the legs and ankles, and non-perforated, closed-toed shoes that completely cover feet.*

<i>Certification of PPE Assessment</i>	
Name of person conducting assessment	
Job Title	
Phone Number, e-mail	
Signature:	Date:

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Section 3: Work Area-Specific PPE Training

1. Deliver site-specific PPE training

Train personnel upon their joining the group or prior to performing work requiring the use of PPE. Training content shall include, but not be limited to:

- a. When and what PPE is required per [Section 2: PPE Assessment](#)
- b. Limitations of the PPE
- c. How to properly put on, adjust, wear, and remove PPE
- d. Proper care, maintenance, useful lifespan, and disposal of PPE

For more information, refer to the PPE Safety Training Guidance at <http://ehs.stanford.edu/forms-tools/ppe-training-guidance>.

2. Training documentation

- a. When personnel have demonstrated an understanding of the above training and ability to the use PPE properly, the employee and trainer must sign below that the PPE training has been conducted.
- b. Maintain training records for at least one year.

3. Provide retraining

Retraining is required of work personnel when:

- a. Changes in work activities/operations render previous PPE training obsolete.
- b. Inadequacy of work personnel’s knowledge or use of PPE is evident.

PPE Training Verification

Trainee Name	Trainee Signature	SUNET ID	Training Date	Trainer Name	Trainer Signature