



SAFETY INFOGRAM

DESIGNING A PPE PROGRAM

- **ENSURE** engineering controls are considered first. PPE is the last line of defense.
- **SECURE** active participation of all parties.
- **ENSURE** a program coordinator has been appointed.
- **OBSERVE** the gradual phasing in of the PPE program on a pre-arranged time schedule.
- **REEVALUATE** program on an ongoing basis.

PROMOTIONAL STRATEGY

- **PUBLICIZE** commitment to the program.
- **ENSURE** a clear, concise company policy has been formulated.

WORKPLACE SURVEY

- **REVIEW** work practices, job procedures, equipment, and plant layout.
- **USE** job hazard analysis techniques to integrate accepted safety and health principles and practices into specific operations.

SELECTION

- **CHOOSE** PPE to match the hazard.
- **OBTAIN** advice on proper selection.
- **INSTITUTE** workplace trials.
- **CONSIDER** the physical comfort of PPE.
- **EVALUATE** cost considerations of PPE usage.
- **ENSURE** PPE meets standards/certification (CSA, CGSB, NIOSH, ANSI).

MAINTENANCE

- **INSPECT** PPE before and after each use.
- **TAKE** care of PPE at all times.
- **CLEAN** all PPE after use.
- **REPAIR damaged or broken PPE.**
- **STORE PPE** in clean dry air, free from exposure to sunlight or contaminants.

TRAINING

- **ENSURE** you have been trained in how to fit, wear, and maintain PPE.
- **ENSURE** training program includes information that explains when and what PPE should be worn, and why it should be worn.
- **VERIFY** that all users, supervisors, selectors, buyers, and storekeepers are trained.

SUPPORT

- **ENSURE** education programs are ongoing

AUDITING THE PROGRAM

- **REVIEW** the program annually.
(Refer to SAFETY INFOGRAM K01).
- **REVIEW** and compare production and safety performance records.

