

PPE Training Toolkit

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Toolkit Includes:

- PPE Training Checklist
- Proper Fit and Adjustment Guide
- Common PPE Mistakes to Avoid
- PPE Use Case Scenarios (By Job Task)
- Maintenance and Inspection Tips
- Employee PPE Acknowledgment Form

PPE Training Checklist:

- ☐ Discuss why PPE is required for specific tasks
- ☐ Demonstrate correct fit and wear for each PPE type
- ☐ Provide hands-on fitting session for employees
- ☐ Review signs of wear and replacement timelines
- ☐ Explain reporting procedures for damaged or missing PPE
- ☐ Hand out take-home summary and FAQs

Common Mistakes to Avoid:

- Wearing gloves that are too large or small
- Using expired respirator cartridges
- Storing PPE in dirty or hot environments
- Assuming 'one-size-fits-all' is acceptable

Use Case Scenarios:

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- Cutting metal: Cut-resistant gloves + eye protection
- Working near traffic: High-vis vest + hard hat
- Paint spraying: Respirator + coveralls + goggles
- Chemical handling: Nitrile gloves + face shield

Maintenance and Inspection Tips:

- Inspect PPE before and after each use
- Store clean and dry in designated PPE area
- Replace if cracked, discolored, or worn out

Acknowledgment Form:

I, _____, have received PPE training and understand how to properly use and care for my equipment. I agree to report damaged PPE and wear required items at all times.

Signature: _____ Date: _____