

TRAVISTILLEY.COM / TRAINING CENTER

Personal Protective Equipment (PPE)

INSTRUCTOR + PRINT PACKET

AUDIENCE	EST. TIME	REFERENCE
Employees required to use PPE	25-35 min	29 CFR 1910.132(f)

IMPORTANT USE NOTE

General PPE training. The employer must identify workplace hazards, select suitable PPE, provide required equipment and ensure employees can use it properly.

What is inside this packet

- Instructor quick-start and site-specific preparation checklist
- Slide-by-slide trainer guide with discussion prompts
- Employee handout / key takeaways
- Printable 10-question knowledge check
- Separate answer key and coaching notes
- Attendance record
- Practical / workplace evaluation checklist
- Certificate wording and completion record
- Primary regulatory/source reference

Run a strong session without overcomplicating it.

1. PREPARE	Review the deck and packet. Insert your procedures, equipment, routes, photos, emergency contacts and site rules.
2. PRESENT	Use the PowerPoint/PDF on a screen. Pause for discussion rather than reading every bullet.
3. CHECK	Give the knowledge check. Review missed items and coach to the expected decision.
4. VERIFY	Complete required hands-on or workplace-specific practice/evaluation with an appropriate trainer/evaluator.
5. DOCUMENT	Use the attendance record, evaluation and certificate only after required training elements are complete.

BEFORE EMPLOYEES WORK

General PPE training. The employer must identify workplace hazards, select suitable PPE, provide required equipment and ensure employees can use it properly.

Learning objectives

- Explain where PPE fits in the hierarchy of controls
- Select and use PPE based on the hazard assessment
- Inspect, don, doff, adjust, care for and replace PPE
- Recognize PPE limitations and when retraining is needed

1. PPE is the last line, not the first

- Eliminate/substitute/engineer hazards when feasible before relying on PPE.
- PPE reduces exposure but does not remove the hazard.
- Use only PPE selected for the specific task and exposure.

DISCUSSION PROMPT

Where could this fail here?

2. Hazard assessment and selection

- Match eye, face, head, hand, foot, hearing, respiratory or protective clothing needs to the hazard.
- Check rating, compatibility, fit and manufacturer limitations.
- Multiple hazards may require compatible layers of PPE.

DISCUSSION PROMPT

What control do we use?

3. Fit and correct use

- Employees must know when PPE is required and what type is required.
- Demonstrate how to don, doff, adjust and wear equipment correctly.
- Poor fit can make effective PPE ineffective.

DISCUSSION PROMPT

What would make you stop?

4. Inspection and care

- Inspect before use for cracks, cuts, contamination, worn straps, clouded lenses or other damage.
- Clean/store PPE to prevent damage or contamination.
- Do not use defective or damaged PPE.

DISCUSSION PROMPT

Where could this fail here?

5. Limitations

- Gloves can be dangerous around rotating equipment if inappropriate for the task.
- Safety glasses do not replace face shields when splash/impact hazards require more protection.
- PPE has chemical, temperature, voltage and service-life limits.

DISCUSSION PROMPT

What control do we use?

6. Demonstrate understanding

- Employees should demonstrate understanding and ability before performing work requiring PPE.
- Retraining is needed when workplace/PPE changes or when knowledge/skill is inadequate.

DISCUSSION PROMPT

What would make you stop?

Stop-work / red-flag conditions

- PPE is damaged, contaminated or poorly fitting
- Employee cannot explain what the PPE protects against
- Two PPE items interfere with each other
- PPE is being used instead of a feasible higher-level control without evaluation

SCENARIO

An employee wears safety glasses while grinding but the task generates high-velocity particles from multiple directions. What should the employer evaluate?

RECOMMENDED RESPONSE

Whether additional face protection is needed based on the hazard assessment, while still maintaining required primary eye protection.

Make it site-specific

- Review the site PPE hazard assessment
- Show required PPE by area/task and any specific ratings
- Demonstrate fit, inspection, cleaning/storage and replacement
- Cover prescription eyewear, facial hair/respirators, chemical compatibility or specialty PPE as applicable

Personal Protective Equipment (PPE)

KEEP THIS PAGE

Key decisions to remember

PPE is the last line, not the first: Eliminate/substitute/engineer hazards when feasible before relying on PPE.

Hazard assessment and selection: Match eye, face, head, hand, foot, hearing, respiratory or protective clothing needs to the hazard.

Fit and correct use: Employees must know when PPE is required and what type is required.

Inspection and care: Inspect before use for cracks, cuts, contamination, worn straps, clouded lenses or other damage.

Limitations: Gloves can be dangerous around rotating equipment if inappropriate for the task.

Demonstrate understanding: Employees should demonstrate understanding and ability before performing work requiring PPE.

Stop and get help when...

- PPE is damaged, contaminated or poorly fitting
- Employee cannot explain what the PPE protects against
- Two PPE items interfere with each other
- PPE is being used instead of a feasible higher-level control without evaluation

Our site-specific information

- ☐ Review the site PPE hazard assessment
- ☐ Show required PPE by area/task and any specific ratings
- ☐ Demonstrate fit, inspection, cleaning/storage and replacement
- ☐ Cover prescription eyewear, facial hair/respirators, chemical compatibility or specialty PPE as applicable

Employee notes:

Personal Protective Equipment (PPE) - Knowledge Check

Employee: _____ Date: _____

1. PPE is generally considered:

- ☐ A. A last line of defense after higher-level controls are considered
- ☐ B. A replacement for all engineering controls
- ☐ C. Optional if workers are experienced
- ☐ D. Only for visitors

2. Employees required to use PPE should know:

- ☐ A. When and what PPE is needed, how to use it, limitations, care and disposal
- ☐ B. Only the brand name
- ☐ C. Only where it is stored
- ☐ D. Only who purchased it

3. Damaged PPE should be:

- ☐ A. Removed from use and replaced/repared as appropriate
- ☐ B. Used for light duty
- ☐ C. Shared with another employee
- ☐ D. Hidden from inspection

4. Proper fit matters because:

- ☐ A. Poor fit can reduce protection
- ☐ B. It only affects comfort
- ☐ C. OSHA prohibits adjustable PPE
- ☐ D. It increases equipment life only

5. A face shield:

- ☐ A. May supplement but does not always replace required eye protection
- ☐ B. Always replaces safety glasses
- ☐ C. Is only for chemical work
- ☐ D. Is not PPE

Score: _____ / 10 Passing requirement / retraining criteria:

6. PPE selection should be based on:

- ☐ A. A workplace hazard assessment and task exposure
- ☐ B. Employee favorite color
- ☐ C. Price only
- ☐ D. Seniority

7. Employees should demonstrate:

- ☐ A. Understanding and ability to use PPE properly
- ☐ B. Only attendance
- ☐ C. Only a written score
- ☐ D. Only years of service

8. Retraining may be needed when:

- ☐ A. Workplace/PPE changes or an employee lacks required understanding/skill
- ☐ B. The calendar year changes automatically
- ☐ C. A new manager is hired
- ☐ D. PPE color changes only

9. PPE compatibility means:

- ☐ A. Multiple PPE items can be worn together without defeating protection
- ☐ B. All PPE is one brand
- ☐ C. PPE is disposable
- ☐ D. Every employee wears the same size

10. This general course replaces the employer PPE hazard assessment.

- ☐ A. False
- ☐ B. True

Employee signature: _____

Answer key + coaching notes

1. **A - A last line of defense after higher-level controls are considered** | PPE is generally considered:
2. **A - When and what PPE is needed, how to use it, limitations, care and disposal** | Employees required to use PPE should know:
3. **A - Removed from use and replaced/repaired as appropriate** | Damaged PPE should be:
4. **A - Poor fit can reduce protection** | Proper fit matters because:
5. **A - May supplement but does not always replace required eye protection** | A face shield:
6. **A - A workplace hazard assessment and task exposure** | PPE selection should be based on:
7. **A - Understanding and ability to use PPE properly** | Employees should demonstrate:
8. **A - Workplace/PPE changes or an employee lacks required understanding/skill** | Retraining may be needed when:
9. **A - Multiple PPE items can be worn together without defeating protection** | PPE compatibility means:
10. **A - False** | This general course replaces the employer PPE hazard assessment.

COACHING RULE

Do not treat a passing written score as proof of hands-on competency. Retrain missed critical concepts and complete workplace-specific verification where required.

Attendance + completion record

Course: Personal Protective Equipment (PPE)

Date: _____ Instructor: _____ Department / Location:

Employee Printed Name	Employee Signature	Job / Department	Date

Site-specific topics / notes:

Can the employee apply it?

Employee: _____ Evaluator: _____ Date: _____

Evaluation Item	Meets	Coach	N/A
Identifies task hazard	☐	☐	☐
Selects required PPE	☐	☐	☐
Inspects PPE before use	☐	☐	☐
Dons/adjusts correctly	☐	☐	☐
Explains limitations	☐	☐	☐
Demonstrates proper removal	☐	☐	☐
Stores/care for PPE correctly	☐	☐	☐
Knows how to report/replace defects	☐	☐	☐

Comments / coaching:

Result: ☐ Competent for evaluated task (subject to employer authorization) ☐ More training/practice needed

Evaluator signature: _____ Employee signature: _____

CERTIFICATE OF TRAINING

This certifies that

completed the formal / awareness training portion of
Personal Protective Equipment (PPE)

Date: _____ Instructor: _____
Employer / Location: _____

General PPE training. The employer must identify workplace hazards, select suitable PPE, provide required equipment and ensure employees can use it properly.

Regulatory / source reference

Primary reference: 29 CFR 1910.132(f)

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.132>

Before delivery

- Confirm current OSHA and applicable state-plan requirements
- Confirm manufacturer instructions and employer procedures
- Insert workplace-specific hazards, controls, emergency contacts and rules
- Use competent/qualified trainers or evaluators where required
- Complete practical/workplace training and authorization requirements where applicable
- Retain training records according to employer and regulatory requirements

FINAL REMINDER

General PPE training. The employer must identify workplace hazards, select suitable PPE, provide required equipment and ensure employees can use it properly.