

PPE Policy & Hazard Assessment

Policy · US · Updated 2026-07-13 · Square brackets are placeholders to replace with your own details.

A PPE policy is the written statement of how an employer decides which personal protective equipment its people need, provides it, trains them to use it, and keeps it in working order — anchored on the workplace hazard assessment OSHA requires before any of the selecting starts. PPE without an assessment behind it is guesswork wearing a hard hat.

PPE is the last line of the hierarchy of controls, which is exactly why it deserves a written policy: it is the control that fails silently — the safety glasses left in a locker, the gloves that fit nobody, the respirator issued without a hazard ever being measured. A policy pins down who assesses, who pays, who trains, and who replaces.

This template gives you the full policy: the hazard assessment and its written certification, selection rules by hazard, the employer-payment position, training requirements, and the inspection, maintenance, and replacement routine.

Purpose and scope

This policy sets out how [Your company] assesses the need for PPE at [site(s)], and how PPE is selected, provided, paid for, used, and maintained. It applies to all employees, and to contractors and visitors in areas where PPE is posted as required.

PPE is used at [Your company] only after higher controls have been considered: we eliminate, substitute, and engineer hazards down first, and the hazard assessment records why remaining risk falls to PPE. A growing PPE list is read here as a symptom, not a solution.

Responsibilities

- PPE coordinator ([name/role]): conducts and certifies hazard assessments, selects equipment with the people who will wear it, owns the stock and budget, and keeps this policy current.
- Supervisors: enforce PPE requirements in their areas consistently — including on managers and visitors — coach on correct use, and get damaged PPE replaced the same day it is reported.
- Employees: wear the required PPE for the task, every time; inspect it before use; keep it clean and stored properly; and report damage, poor fit, or discomfort rather than working around it.
- Purchasing ([name/role]): buys only equipment meeting the specifications on the PPE matrix — no substitutions on price without the coordinator's sign-off.

Hazard assessment and certification

The coordinator walks each work area and task, looking for hazard sources — impact, penetration, compression, chemical, heat and cold, dust, light radiation, noise, electrical, falling objects, sharp edges — and records for each: the hazard, the tasks and people exposed, the higher-order controls in place, and the PPE required for what remains.

Each assessment is verified with a written certification identifying the workplace evaluated, the person certifying, and the date — the document the federal standard requires. Assessments are reviewed [frequency, e.g. annually], on any change of equipment, process, chemicals, or layout, and after any injury or near miss that PPE did or should have touched. Completed assessments and certifications live at [location/system].

Selection and the PPE matrix

Selections are recorded on the PPE matrix at [location/system] — one row per task or area, listing the required equipment and specification. Equipment is chosen to meet the consensus standards OSHA recognizes for each type ([e.g. ANSI/ISEA ratings marked on the equipment]), to fit each wearer, and to work together when worn together.

Fit is selection: PPE that pinches, fogs, or slips gets left in the locker, and the assessment it came from protects no one. The coordinator involves wearers in trials before standardizing on a model, stocks the size range the workforce actually needs, and treats a chorus of complaints about one item as a selection failure to fix, not a compliance problem to enforce.

- Eyes and face: [safety glasses/goggles/face shields] for [tasks] — side protection for impact work; goggles, not glasses, for chemical splash.
- Head: [hard hats/bump caps] for [areas], inspected for cracks and shell damage; replaced after any significant impact.
- Hands: gloves matched to the hazard — cut-rated for blades, chemical-rated per the SDS for chemicals, insulating for heat; the wrong glove is a hazard of its own around rotating parts.
- Feet: [safety-toe footwear] for [tasks/areas], per the specification on the matrix.
- Hearing and respiratory protection: issued only under [Your company]'s [hearing conservation program / respiratory protection program] — both need their own program, not a line in this policy.
- High-visibility clothing: [tasks/areas with vehicle traffic].

Who pays for PPE

Per OSHA's payment rule, [Your company] pays for the PPE its assessments require, with only the exceptions that rule allows — [state your position on the exception items: ordinary safety-toe footwear, prescription safety eyewear, everyday clothing]. Replacement PPE is provided at no cost when equipment wears out or is damaged in normal use; [name/role] resolves loss and deliberate-damage cases per [policy]. Employees who prefer their own equipment may use it only if the coordinator confirms it meets the matrix specification — and [Your company] remains responsible for ensuring its adequacy and maintenance.

Training

- Before first use, each employee is trained on: when their PPE is necessary; what PPE is required; how to don, doff, adjust, and wear it; its limitations; and its care, useful life, and disposal — the elements the federal standard lists.
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Each employee demonstrates understanding and correct use before performing work requiring the PPE; the demonstration is part of the record.

- Retraining happens when the workplace or PPE type changes, or when use in the field shows the training did not stick — a supervisor correcting the same person twice is a retraining trigger, not a discipline trigger.
- Records — who, what equipment, when, and the sign-off — are kept at [system/location].

Use, inspection, maintenance, and replacement

- Inspect before each use: lenses for scratches and cracks, straps and suspensions for wear, gloves for holes and degradation, footwear for sole and toe damage.
- Damaged or defective PPE comes out of service immediately — exchange it at [location] without paperwork friction; a same-day swap is what keeps damaged gear from being "good enough for today".
- Clean and store PPE per the manufacturer's instructions at [storage arrangements]; shared PPE ([items]) is cleaned and sanitized between users.
- Replace PPE at the manufacturer's stated life, after any event that compromises it (a struck hard hat, a splashed suit), and whenever inspection fails it — age and appearance are not the test; protection is.

Records and review

Hazard assessment certifications, the PPE matrix, training records, and issue logs are kept at [system/location] for [period]. This policy is reviewed [frequency], after any PPE-relevant incident, and when processes or equipment change. Owner: [name/role]. Next review due: [date].

How to use this template

1. Do the hazard assessment first, area by area, and write the certification — the assessment is the federal requirement everything else in this policy hangs from.
2. Build the PPE matrix from the assessment, involving the people who will wear the equipment in selection and fit trials — worn PPE is chosen PPE.
3. Set your payment position from OSHA's current payment rule rather than habit, and write it down before questions arrive.
4. Train every affected employee with a hands-on demonstration and collect sign-offs before the requirement is enforced.
5. Stand up the same-day replacement route and stock it — enforcement is only fair when replacement is effortless.
6. Diary the assessment review and spot-check floor compliance [monthly]; the matrix and the floor drift apart quietly.

Official guidance

- › [OSHA — Personal protective equipment](#)
- › [OSHA — PPE general requirements \(29 CFR 1910.132\)](#)
- › [CDC NIOSH — Workplace safety and health](#)

This template is provided in good faith and for general information — it is not legal advice. Adapt it to your organisation and, where your sector carries specific legal requirements, have the finished document reviewed by a qualified adviser. The live version at <https://trainedteam.com/templates/ppe-policy-us> is kept current; this file is a snapshot.