PPE requirements will be communicated to employees during the various forms of training. Workers will be made aware of the PPE they are required to wear, and how to maintain, keep it in good working order and in a sanitary condition.

Supervisors will enforce PPE requirements and workers will be corrected if they do not follow established PPE requirements or follow them incorrectly. To ensure workers are corrected if they do not follow established PPE requirements, supervisors will be familiar with the PPE requirements for activities in their area. Supervisors will refer to the specific PPE requirements as they monitor the work in their area. Supervisors will not only make note and appropriately discipline employees not following PPE requirements, but supervisors will also correct employees not following the designated PPE requirements.

If a personal protective program is required, workers will receive specific instruction and training in the correct use and maintenance of the equipment.

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| **Personal Protective Equipment (PPE) Procedure** |
| Authorized by: | Release Date: |
| Statement of Purpose: | Revision Date: |
| Having considered many methods of engineering and administrative controls for the hazards in this workplace (listed below), the management of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has found that none of these are practicable in the circumstances.We will therefore be supplying personal protective equipment (PPE) to limit worker exposure to these hazards.We will provide appropriate storage for this equipment, and maintenance or replacement as necessary. We have developed written procedures for the selection, use, inspection, cleaning, maintenance, and storage of this equipment, and these procedures are available to all workers. Workers will be trained in the correct use and maintenance of the equipment. Our Personal Protective Equipment Program will be reviewed annually for effectiveness, and the reports kept on file.We expect that workers will at all times use their personal protective equipment whenever required to, and in the manner intended. If PPE is not available for use when needed, the supervisor must be notified promptly. |

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| **Record of Types of PPE Used In This Workplace** |
| **Tasks that require PPE** | **Type of PPE supplied (specifics, respirator type, cartridge type)** |
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