

University of Kansas Department of Environment, Health & Safety

Hazard Assessment & Personal Protective Equipment Selection Form

This form is to be used to document the assessment and identification of safety and health hazards to which an employee may be exposed and for the selection of appropriate personal protective equipment (PPE) to protect them from the identified hazards.

Instructions:

- 1) Photocopy this entire form (consists of 4 pages) and keep the original for future hazard assessments. Use the copy as a guide for your walk-through survey. It will help you identify the hazards and select appropriate PPE.
- 2) It is the unit's responsibility to ensure that the hazard assessment & PPE selection form is completed for each employee. As a minimum, one copy should be given to the employee and one copy is to be kept by the employee's supervisor. You may also forward a copy to the KU-EHS Department if you would like.

Guidance Notes:

- Personal Protective Equipment should not be relied on to provide sole protection against hazards.
- First you must consider/implement proper engineering controls to prevent/minimize hazards.
- Second, you must consider/implement safe work practices to prevent/minimize hazards.
- PPE is to be utilized as a last resort after engineering controls and safe work practices have been attempted.

Conducting the Assessment & Selecting PPE:

- Familiarize yourself with the potential hazards to which the employee may be exposed and the types of PPE that are available.
- Identify the hazards associated with the employees work environment.
- Develop/implement engineering controls and work practices to prevent/minimize hazards.
- Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- Fit the worker with the PPE and give appropriate instructions on its use, limitations, and care.
- Responsibility for PPE use is the employees; positive reinforcement is the supervisors.

If you need assistance please contact the KU Department of Environment, Health & Safety at 864-4089.

Hazard Assessment & PPE Selection Guidelines

Head Hazards: Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with hazardous materials, and working under machinery or processes which might cause materials or objects to fall.

Hazards may come from: Burns, Chemical Splash, Electrical Shock, Imp act, etc.

Head PPE Types: Hardhat Type A (impact/penetration resistance plus low-voltage protection),
 Hardhat Type B (impact/penetration resistance plus high-voltage protection)
 Hardhat Type C (impact/penetration resistance only)
 Other type head coverings.

Hand Hazards: Tasks that can cause hand hazards include: Sharp edges, splinters, tools, machine parts, cutting instruments, working with hazardous materials, temperature extremes, exposed electrical wires.

Hazards may come from: Biological/Chemical Exposure, Cuts/Abrasions, Punctures, Thermal Extremes, Electrical, etc.

Hand PPE types: Abrasion/ Resistant, Biological/Chemical/Hazardous Materials Resistant, Electrical Resistant,
 Thermal Resistant, Cut/Puncture Resistant, etc.

Eye/Face Hazards : Tasks that can cause eye hazards include: Working with hazardous materials, chipping, grinding, furnace/boiler operations, lasers, metalworking, sanding, welding, and woodworking.

Hazards may come from: Biologicals, Chemicals, Dusts, Heat, Imp acts, Light, Radiations, etc.

Eye/Face PPE Types: Safety Glasses, Safety/Splash Goggles, Face Shield, etc.

Eye & Face Protection Selection Chart

Source	Hazard	Protection
IMPACT - Chipping, grinding, machining, masonry work, woodworking, sawing, drilling, chiseling, powered fastening, riveting, and sanding.	Flying fragments, objects, large chips, particles, sand, dirt, etc	Spectacles with side protection, goggles, face shields. For severe exposure, use face-shield.
HEAT - Furnace operations, pouring, casting, hot dipping, and welding.	Hot sparks	Face-shields, goggles, spectacles with side protection. For severe exposure use face-shield.
	Splash from molten metals	Face-shields worn over goggles.
	High temperature exposure	Screen face shields, reflective face shields.
CHEMICALS - Acid and chemical handling, use of cleaning products, paint use and clean-up products, pesticide and herbicide use	Splash	Goggles. For severe exposure, use face shield.
	Irritating mists	Special-purpose goggles.
DUST - Woodworking, buffing, general dusty conditions.	Nuisance dust	Goggles, or spectacles with side protection.
LIGHT and/or RADIATION - Welding: Electric arc	Optical radiation	Welding helmets or welding shields. Typical shades: 10 14.
	Welding: Gas.	Welding goggles or welding face shield. Typical shades: gas welding 4 8, cutting 3 6, brazing 3 4.
Cutting, Torch brazing, Torch soldering.	Optical radiation	Spectacles or welding face shield. Typical shades: 1.5 3.
Glare.	Poor vision	Spectacles with shaded or special purpose lenses, as suitable.

Hazard Assessment & PPE Selection Guidelines

Foot Hazards: Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, exposed electrical wires, wet or cold conditions, slippery surfaces, sharp edges or points, construction/demolition activities, or working with/exposure to hazardous materials.

Hazards may come from: Chemicals, Impacts, Punctures, Thermal Extremes, Electrical, Compression, etc.

Foot PPE Types: Toe Protection, Metatarsal Protection, Puncture Resistant, Electrical Resistance, Chemical/Hazardous Materials Resistance, Wet/Cold Protection, etc.

Noise Hazards: Tasks that can cause hearing hazards include: Mowing, maintenance work, shop activities, printing, machinery, jack-hammering, use of power tools, and working in mechanical or boiler rooms.

Hazards may come from: Impact noise, or constant noise greater than 85db.

Hearing PPE Types: Ear plugs (inserts), Ear muffs, etc.

NOTE: Noise levels greater than 85dB require participation in campus hearing conservation program
Noise levels greater than 90dB require some form of hearing protection be utilized.
Check with KU-EHS Dept.

Respiratory/Inhalation Hazards: Tasks that can cause inhalation hazards include: Mowing, spraying, welding, chemical fumes/vapors/mists, sawdust, glues and biological agents (like TB), etc.

Hazards may come from: Biologicals, Chemicals, Dusts, Fumes, Particulates, Vapors, etc.

Respiratory PPE Types: Disposable nuisance-type masks, half mask and full-face mask air purifying respirator, supplied air-airline respirator, self contained breathing apparatus.

NOTE: The use of any air-purifying or supplied air respirators requires prior review and approval by KU-EHS Dept

Radiation Hazards: Tasks that can cause radiation hazards include: use of radioisotopes, work with radioactive sources or x-rays, working with lasers, work around high strength electrical and/or magnetic fields.

Hazards may come from: radioisotopes, radiation sources, x-rays, lasers, EMF devices, etc.

Radiation PPE Types: Leaded clothing, gloves, filtered eyewear, etc.

NOTE: Potential exposures to radiation and selection of PPE requires prior review and approval by KU-EHS Dept.

Ergonomic Hazards: Tasks that can cause ergonomic (musculoskeletal) hazards include: keyboarding, lifting, bending, turning, twisting, slipping, pushing, pulling, repetitive motion and other muscle stressors.

Hazards may come from: strains, sprains, slips/falls, repetitive motion, etc.

Ergonomic PPE types: Gloves, wrist restraints, back belts, etc.

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Department of Environment, Health & Safety

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Job Title: _____ Date: _____
Department: _____ Supervisor: _____
Location: _____ Assessor: _____
Employee: _____ Signature: _____

Tasks	Potential Hazards	PPE Recommended

Notes/Comments: _____
