

PPE Compliance Checklist

A structured review of personal protective equipment controls against ISO 45001 requirements. Mark each requirement Yes, No or N/A, and record any corrective action needed.

SITE / AREA

ASSESSED BY

DATE

REVIEW DATE

How to use: ☐ Yes — requirement met ☐ No — action required ☐ N/A — not applicable

27 checkpoints · 7 sections

1 Hazard Assessment

Cl. 6.1.2

YES NO N/A

A documented risk assessment identifies tasks requiring PPE

Hazards evaluated before PPE is chosen as a control

PPE need is determined for the actual hazard and exposure level

Type, rating and standard matched to each task

Workers are consulted in identifying hazards and PPE needs

Participation evidenced (clause 5.4)

NOTES / CORRECTIVE ACTION

2 Hierarchy of Controls & PPE Selection

Cl. 8.1.2

YES NO N/A

Higher-order controls are applied before defaulting to PPE

Elimination, substitution and engineering controls assessed first

PPE is used only as the last resort in the hierarchy of controls

PPE complements, not replaces, higher-level controls

Selected PPE meets the relevant standard / CE or equivalent marking

Conformity certificates held on file

PPE compatibility is assessed where multiple items are worn together

e.g. respirator with eye and hearing protection

NOTES / CORRECTIVE ACTION

3 Provision & Availability

Cl. 8.1

YES NO N/A

PPE is provided to workers at no cost to them
Including replacements for fair wear and tear

Correct sizes and fit options are available for all workers
Range accommodates all body types and needs

Adequate stock is maintained to avoid shortages
Reorder levels defined and monitored

Visitors and contractors are issued appropriate PPE on site
Sign-in process covers PPE provision

NOTES / CORRECTIVE ACTION

4 Training, Information & Competence

Cl. 7.2 / 7.3

YES NO N/A

Workers are trained on correct use, fit and limitations of PPE
Training recorded and refreshed periodically

Fit testing is carried out where required (e.g. tight-fit respirators)
Results documented and retained

Workers understand why PPE is required and the risks of not using it
Awareness of consequences and reporting routes

Instructions and signage are clear, current and understood by all
Multilingual / pictogram support where needed

NOTES / CORRECTIVE ACTION

5 Correct Use & Enforcement

Cl. 8.1

YES NO N/A

PPE is worn correctly and consistently in designated areas
Verified through routine observation

Mandatory PPE signage is displayed at entry points and zones
Signs match the actual hazards present

Supervisors actively monitor and enforce PPE compliance
Non-compliance addressed promptly and fairly

Damaged or expired PPE is removed from use immediately
Clear process for reporting and disposal

NOTES / CORRECTIVE ACTION

6 Inspection, Maintenance & Storage

Cl. 8.1

YES NO N/A

PPE is inspected before use for damage, wear or defects
Pre-use checks understood by workers

Reusable PPE is cleaned, maintained and serviced as specified
Manufacturer guidance followed

PPE is stored correctly to protect it from damage and contamination
Clean, dry, designated storage provided

Replacement and expiry dates are tracked and acted upon
Especially for filters, harnesses and helmets

NOTES / CORRECTIVE ACTION

7 Records, Monitoring & Review

Cl. 7.5 / 9 / 10

YES NO N/A

Records of PPE issue, training and inspection are maintained
Documented information kept up to date

PPE effectiveness is reviewed after incidents or near-misses
Findings feed corrective action

Worker feedback on PPE comfort and suitability is gathered
Consultation and participation evidenced

PPE provision is reviewed during management review / audits
Drives continual improvement of controls

NOTES / CORRECTIVE ACTION

CONTACT



Lebon Academy

Health & safety enquiries

✉ lebonacademy@gmail.com

✉ office@lebonacademy.com