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FREE HSE RESOURCE

PPE Inspection Checklist

A professional checklist for reviewing PPE selection, condition, availability, storage, use, replacement, training, and supervision.

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General guidance document. Professional review is required before operational use.

Purpose

This checklist helps companies verify whether personal protective equipment is available, suitable for the task, correctly used, maintained, and replaced when needed. It supports routine workplace control and supervisor follow-up.

When to Use

Use during routine inspections, toolbox talk follow-up, pre-task checks, monthly HSE reviews, contractor checks, and before audits or internal compliance reviews.

Who Should Use It

HSE managers, supervisors, site managers, facility managers, employers, contractor managers, and team leaders.

Checklist / Form Table

Item / Requirement	Yes	No	N/A	Comments	Corrective Action	Responsible Person	Due Date
Required PPE is available for the task or work area							
PPE type is suitable for identified hazards							
PPE is in good condition and free from visible damage							
Employees use PPE correctly and consistently							
PPE is stored cleanly and protected from damage							
Replacement process exists for damaged or expired PPE							
Employees have received instruction on correct PPE use							
Supervisors check and correct PPE non-compliance							

Key Review Areas

- PPE availability for each task and work area
- Correct PPE selection based on hazards and exposure
- Condition of helmets, gloves, eye protection, footwear, hearing protection, and respiratory protection
- Employee usage and correct fit
- Storage, hygiene, cleaning, and contamination control
- Replacement system for damaged, expired, or unsuitable PPE
- Employee instruction and training records
- Supervisor monitoring and corrective action follow-up

Common Red Flags

- Employees using damaged or unsuitable PPE
- PPE selected without reference to task hazards
- Shared PPE stored without cleaning controls
- No replacement criteria or issue records
- Supervisors accepting non-use of required PPE

Recommended Follow-Up

Document findings, assign corrective actions with responsible persons and due dates, verify completion, update training if misuse is observed, and review whether PPE remains suitable after task or process changes.

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