

CONSTRUCTION & FIELD OPS PPE ISSUE TEMPLATE

PPE Issue and Replacement Checklist

Control approved stock, sizing and fit, worker issue, specialist PPE, replacement triggers, payment rules, returns, quarantine, disposal, inventory, training, and corrective actions.

PROJECT / LOCATION

REVIEW DATE

PPE COORDINATOR

APPROVER

1. Program setup, hazard requirements, issue policy, and responsibilities

- 1 Confirm the project, work area, inspection date, contractor, affected worker groups, PPE coordinator or stores owner, supervisor, inspector, and approver.

ISSUE / REPLACE

Compliant

Needs attention

Stop task

N/A

Execution tip: Base issue lists on actual hazards and tasks, not only job titles.

- 2 Define the hazards, tasks, trades, work zones, and PPE categories covered by the issue and replacement process.

CRITICAL

ISSUE / REPLACE

Compliant

Needs attention

Stop task

N/A

Execution tip: Include contractor and temporary workers in the PPE issue process.

- 3 Verify required PPE has been identified from the task and hazard assessment and is of safe design and construction for the work to be performed.

ISSUE / REPLACE

Compliant

Needs attention

Stop task

N/A

Execution tip: OSHA requires construction PPE to be of safe design and construction for the work.

- 4 Confirm the issue process provides PPE in sizes and configurations that properly fit each affected worker.

CRITICAL

ISSUE / REPLACE

Compliant

Needs attention

Stop task

N/A

Execution tip: Since January 13, 2025, OSHA explicitly requires construction PPE to properly fit each affected employee.

- 5 Verify responsibilities are defined for PPE approval, sizing, issue, worker acknowledgement, inspection, replacement authorization, stock control, and disposal.

ISSUE / REPLACE

Compliant

Needs attention

Stop task

N/A

Execution tip: Clear ownership reduces delays between defect reporting and replacement.

- 6 Review previous PPE shortages, repeat replacements, poor-fit reports, damaged or contaminated items, lost equipment, delayed issue, and overdue corrective actions.

ISSUE / REPLACE

Compliant

Needs attention

Stop task

N/A

Execution tip: Use repeat shortages or replacements to identify system-level problems.

2. PPE stock availability, approved products, sizing, and storage

- 7 Verify sufficient approved PPE stock is available for planned workforce levels, new starters, visitors, high-risk tasks, replacements, and foreseeable emergency demand. **CRITICAL** ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Stock should include realistic size ranges, not one 'standard' size.

- 8 Confirm stocked PPE matches the approved type, rating, class, size range, manufacturer, and protective function required for the relevant tasks. **CRITICAL** ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Keep approved product lists aligned with hazard assessments and technical requirements.

- 9 Check the available size range can accommodate the actual workforce and does not force workers to use PPE that is too large, too small, loose, restrictive, or incompatible. **CRITICAL** ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Fit availability is part of protection availability.

- 10 Inspect storage areas for cleanliness, dryness, organization, protection from sunlight, heat, moisture, chemicals, crushing, contamination, and unauthorized access. **CRITICAL** ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Poor storage can damage PPE before it is ever issued.

- 11 Verify expiry dates, service-life limits, test status, batch or serial information, and manufacturer storage requirements are controlled where applicable. **CRITICAL** ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Track expiry and test status for specialty items.

- 12 Segregate damaged, expired, contaminated, rejected, recalled, or otherwise non-serviceable PPE so it cannot be issued accidentally. ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Quarantine should be physically obvious and access controlled.

3. Initial issue, worker identity, task match, fit, and acknowledgement

- 13 Confirm the worker's name or unique identifier, employer or contractor, trade, work area, task, and PPE requirement are recorded before issue. CRITICAL ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Record enough worker and task information to explain why the PPE was issued.

- 14 Verify each item issued matches the worker's actual hazard exposure and is suitable for the intended task, environment, and other PPE being worn. CRITICAL ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Issue PPE for the actual hazard and environment.

- 15 Confirm PPE is selected to properly fit the individual worker, including correct size, adjustment, coverage, stability, movement, and compatibility. CRITICAL ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Check fit on the worker rather than relying only on label size.

- 16 Check the worker can correctly don, adjust, remove, and use the issued PPE without creating new hazards or interfering with tools, access, vision, hearing, or mobility. CRITICAL ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Compatibility between PPE items matters during real movement and tool use.

- 17 Verify reusable PPE is clean, sanitary, serviceable, and ready for use at the time it is issued. CRITICAL ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Do not issue visibly dirty or defective reusable PPE.

- 18 Obtain worker acknowledgement or an equivalent issue record showing item type, quantity, size, date, condition, instructions, and responsible issuer. ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Acknowledgement improves traceability for reusable or individually assigned equipment.

4. Head, eye, face, hearing, hand, foot, and protective clothing issue

- 19 Verify head protection is issued in the correct type, size, class, suspension configuration, and accessory setup for the identified hazards.

ISSUE / REPLACE

Compliant

Needs attention

Stop task

N/A

Execution tip: Helmet type and class should match the identified hazard.

- 20 Confirm eye and face protection is selected for the hazard and worker, including side protection, splash protection, welding shade, prescription compatibility, or face protection where required.

CRITICAL

ISSUE / REPLACE

Compliant

Needs attention

Stop task

N/A

Execution tip: Eye protection may need to accommodate prescription lenses or additional face protection.

- 21 Verify hearing protection is issued in suitable type and size and workers can achieve the intended fit without interference from other PPE.

ISSUE / REPLACE

Compliant

Needs attention

Stop task

N/A

Execution tip: Hearing protectors need both suitable attenuation and reliable fit.

- 22 Confirm gloves and hand or arm protection match the task hazard and fit without excessive looseness, restricted dexterity, exposed skin, or snagging risk.

CRITICAL

ISSUE / REPLACE

Compliant

Needs attention

Stop task

N/A

Execution tip: Glove sizing should preserve protection and dexterity.

- 23 Verify safety footwear and protective leg or body garments provide the required protection, correct fit, coverage, fastening, and compatibility with the work environment.

ISSUE / REPLACE

Compliant

Needs attention

Stop task

N/A

Execution tip: Footwear and clothing fit affect both protection and mobility.

- 24 Record issued quantities and sizes for PPE categories that require individual traceability, replacement history, or stock reconciliation.

ISSUE / REPLACE

Compliant

Needs attention

Stop task

N/A

Execution tip: Use detailed issue records where repeat replacement or stock control matters.

5. Respiratory, fall-protection, electrical, and specialty PPE issue

- 25 Verify respirators are issued only after the required selection, medical evaluation, fit-test, and program conditions are satisfied for the worker and task. **CRITICAL** ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Respirator issue must follow the respiratory protection program.

- 26 Confirm respirator facepiece size, model, cartridges, filters, accessories, and change-schedule information match the worker's approved configuration. **CRITICAL** ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Do not substitute cartridge or filter types outside the approved configuration.

- 27 Verify fall-protection equipment such as harnesses, lanyards, connectors, self-retracting devices, or lifelines is suitable, inspected, compatible, and traceable before issue. **CRITICAL** ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Fall-protection gear should be inspected and traceable before issue.

- 28 Confirm electrical protective equipment, arc-rated clothing, insulating gloves, sleeves, face protection, and other specialty PPE have the required rating, test status, markings, and condition. **CRITICAL** ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Electrical PPE can have formal test intervals and rating requirements.

- 29 Check welding, chemical, abrasive-blasting, chainsaw, flotation, high-visibility, cold, heat, or other specialty PPE is issued according to the specific exposure and manufacturer requirements. **CRITICAL** ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Specialty PPE should match the exact task rather than a generic work category.

- 30 Record serial numbers, inspection dates, test status, assigned worker, asset or issue number, and return conditions for specialist reusable PPE where traceability is required. ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Serial-number traceability is useful for high-value or inspection-critical equipment.

6. Replacement triggers, damaged PPE, contamination, wear, and serviceability

- 31 Replace PPE promptly when inspection identifies damage, wear, deterioration, contamination, failed components, poor fit, or loss of protective function. **CRITICAL** ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Replacement should occur before protection becomes unreliable.

- 32 Verify workers know how to report damaged, defective, uncomfortable, contaminated, lost, or unsuitable PPE and how to obtain replacement without unsafe delay. **CRITICAL** ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Workers should be able to report a defect without being pressured to keep using unsafe PPE.

- 33 Remove defective or contaminated PPE from service immediately and prevent it from being reissued until it is properly cleaned, repaired, tested, or disposed of as appropriate. **CRITICAL** ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Physically isolate defective PPE from serviceable stock.

- 34 Confirm replacement decisions consider impact history, chemical exposure, heat or UV degradation, cartridge or filter service life, test intervals, manufacturer criteria, and visible damage. **CRITICAL** ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Visible condition is not the only replacement trigger for all PPE.

- 35 Verify replacement PPE provides equal or better protection, correct fit, and compatibility rather than simply matching the previous item's nominal size or model. **CRITICAL** ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: A different size or model may be needed when the original fit was poor.

- 36 Escalate repeated or premature replacement patterns that may indicate wrong PPE selection, poor storage, misuse, inadequate training, harsh task conditions, or supplier-quality issues. ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Frequent replacement can indicate a selection, storage, or task-design problem.

7. Lost, intentionally damaged, employee-owned, and exceptional replacement cases

- 37 Record whether the replacement is due to normal wear, work-related damage, contamination, defective product, poor fit, loss, intentional damage, or another clearly defined reason. **CRITICAL** ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Use consistent reason codes for replacement so trends are meaningful.

- 38 Verify employer payment and replacement decisions follow applicable requirements, including the general rule that required construction PPE is provided at no cost to employees. **CRITICAL** ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: OSHA generally requires employers to provide required construction PPE at no cost.

- 39 For U.S. OSHA construction workplaces, confirm employer-paid replacement is provided except where the employee lost or intentionally damaged the PPE, subject to the specific exceptions in the standard. **CRITICAL** ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Under 1926.95(d)(5), employers pay for replacement PPE except when the employee lost or intentionally damaged it.

- 40 Where employee-owned PPE is permitted, verify the employer has confirmed its adequacy, proper maintenance, sanitation, fit, and suitability for the work. **CRITICAL** ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Employee-owned PPE is still subject to employer adequacy, maintenance, sanitation, and fit responsibilities.

- 41 Confirm no worker is required to provide or pay for required PPE unless a specific allowed exception applies under the governing rule. **CRITICAL** ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Do not shift required PPE costs to workers outside allowed exceptions.

- 42 Document exceptional replacement decisions consistently so workers are not discouraged from reporting damaged or unsafe PPE. ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Avoid policies that discourage employees from reporting unsafe PPE.

8. Return, cleaning, repair, reuse, quarantine, and disposal

- 43 Inspect returned reusable PPE before deciding whether it can be cleaned and reissued, requires specialist inspection or repair, or must be permanently removed from service. **CRITICAL** ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Returned PPE should be inspected before it goes back to stock.

- 44 Verify cleaning and disinfection methods are compatible with the PPE material and manufacturer instructions and do not reduce protective performance. **CRITICAL** ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Use cleaning agents and methods that will not degrade the material.

- 45 Confirm repaired PPE is returned to service only when the repair is permitted, completed by an authorized or competent person where required, and does not alter the protective design. **CRITICAL** ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Some PPE must not be field repaired.

- 46 Quarantine PPE awaiting investigation, repair, test, decontamination, recall review, or competent-person decision so it cannot be issued inadvertently. **CRITICAL** ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Quarantine protects against accidental reissue during investigations.

- 47 Destroy, deface, or otherwise control condemned PPE when necessary to prevent accidental reuse, and manage contaminated waste according to applicable disposal requirements. **CRITICAL** ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Condemned PPE should not be left where someone can retrieve and use it.

- 48 Update stock, asset, issue, repair, quarantine, and disposal records so physical inventory and PPE status remain traceable. ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Update records immediately after disposal or repair.

9. Issue records, stock reconciliation, worker training, and periodic review

49

Verify issue records show worker, contractor, item, size, quantity, issue date, replacement reason, issuer, and acknowledgement where required.

ISSUE / REPLACE

Compliant

Needs attention

Stop task

N/A

Execution tip: Issue records should support both worker protection and stock control.

50

Reconcile physical stock against issue, return, replacement, transfer, quarantine, and disposal records at an appropriate frequency.

CRITICAL

ISSUE / REPLACE

Compliant

Needs attention

Stop task

N/A

Execution tip: Frequent reconciliation reduces hidden shortages.

51

Review minimum and reorder levels for common PPE and identify shortages or lead-time risks before they affect worker protection.

ISSUE / REPLACE

Compliant

Needs attention

Stop task

N/A

Execution tip: Use lead-time information when setting reorder points.

52

Confirm workers receive instructions on correct use, adjustment, care, storage, defect reporting, replacement triggers, and restrictions for the PPE they are issued.

CRITICAL

ISSUE / REPLACE

Compliant

Needs attention

Stop task

N/A

Execution tip: Training should include how to request replacement.

53

Trend PPE issue and replacement data by item type, size, contractor, task, work area, supplier, defect reason, replacement frequency, and cost where useful.

ISSUE / REPLACE

Compliant

Needs attention

Stop task

N/A

Execution tip: Replacement data can identify poor-fit products or supplier issues.

54

Use issue and replacement trends to improve sizing availability, product selection, supplier performance, worker training, storage, and preventive inspection.

ISSUE / REPLACE

Compliant

Needs attention

Stop task

N/A

Execution tip: Use trends to improve procurement rather than only reacting to stockouts.

10. Corrective actions, approvals, metrics, and final sign-off

- 55 Summarize the PPE issue and replacement result, including critical shortages, poor-fit risks, delayed replacements, defective stock, repeated losses, contamination, and specialist-equipment gaps. CRITICAL ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Treat lack of required PPE as an exposure-control issue, not only a stores problem.

- 56 Create immediate containment for any worker who lacks required serviceable PPE, including stopping or reassigning the task until suitable protection is available. CRITICAL ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Workers should not perform the task until suitable PPE is available.

- 57 Assign each finding an owner, priority, due date, stock or purchasing action, replacement requirement, training or investigation need, and closure evidence rule. CRITICAL ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Assign stock and purchasing actions with dates and owners.

- 58 Verify corrective actions through physical stock checks, worker fit confirmation, replacement issue records, updated inventory, supplier response, retraining, or repeat inspection. CRITICAL ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Verify the worker actually received a suitable replacement.

- 59 Review key metrics such as issue turnaround, replacement turnaround, stockouts, repeat replacement rate, poor-fit reports, quarantined items, and overdue corrective actions. CRITICAL ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Use metrics to identify recurring process delays.

- 60 Record the final review decision, remaining restrictions, emergency stock status, outstanding purchases or replacements, next review date, PPE coordinator, inspector, supervisor, approver, date, time, and sign-off. ISSUE / REPLACE

Compliant Needs attention Stop task N/A

Execution tip: Document unresolved restrictions before final sign-off.

RUN THIS CHECKLIST DIGITALLY

Turn PPE shortages and defects into fast replacement, stock action, and verified closure

Capture worker fit, issue records, stock, replacement, quarantine, and corrective-action evidence in Taqtics.

Try PPE Issue in Taqtics