



Personal Protective Equipment (PPE) Program Assessment Template

Purpose: This template is intended to help supervisors or evaluators of PPE programs in clinical and public health laboratory settings. The goal is to determine whether appropriate policies and procedures are in place to enable employees to safely and effectively use PPE. This template should be customized to address site-specific needs.

This template is to be used as a supplement to — not a replacement for — a laboratory’s established policies or procedures. This is a point-in-time assessment. Ongoing reevaluation is recommended on a predetermined schedule governed by the laboratory. If feasible, direct observation of PPE practices is encouraged.



How to use: Complete each section by answering Yes (Y) or No (N) regarding compliance with each statement. Use the Notes column to provide additional comments if needed. Calculate the number of Y and N responses for each section. The total responses and overall score are calculated in the Scoring and Calculations section. Compare the scores to those from previous assessments. Finally, comments or corrective actions must be listed to address deficiencies.

Assessor Name: _____ Job Title: _____

Assessment Type: Initial Annual Other _____

Assessment Date: _____

Risk Assessments	Compliant (Y/N)	Notes
Risk assessments have been conducted in the workplace to identify possible hazards requiring PPE.		
A written certification of risk assessments identifies the workplace or procedure evaluated, the person certifying the evaluation, and the dates of the risk assessments.		
PPE was selected based on the hazards identified.		
PPE selection was communicated to the appropriate staff and documented.		
Risk assessments are current and reviewed regularly.*		

Risk Assessments Score: Number of Yes Responses _____ Number of No Responses _____

**The frequency should be tailored to the needs of the specific institution.*



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PPE Supplies	Compliant (Y/N)	Notes
The supplied PPE meets current applicable standards (e.g., American National Standards Institute [ANSI] standards).		
PPE is maintained in a sanitary and reliable location.		
PPE is available in different sizes and fitted to the appropriate individuals.		
Defective or damaged PPE is immediately removed from service.		
The person responsible for restocking and emptying PPE waste or laundry bins has been identified.		

PPE Supplies Score: Number of Yes Responses _____ Number of No Responses _____

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Training and Competency	Compliant (Y/N)	Notes
PPE training includes: 1) When PPE is necessary, 2) What type of PPE is necessary, 3) How to don properly, doff, adjust, and wear PPE; 4)The limitations, helpful life, care maintenance, and disposal of PPE.		
Training is provided regularly.*		
PPE training has been provided for all who use PPE.		
Employees demonstrate competency with the selection and use of PPE following each training.		
Retraining is conducted whenever there is reason to believe an employee lacks the understanding or skill to use PPE correctly and/or whenever changes in the workplace or the types of PPE make previous training obsolete.		
For each person who has received PPE training, a written certification exists that includes the subject and date of the training and the name of the person trained.		
Competency assessments are performed regularly to evaluate employee’s understanding and skill of proper PPE use.		
Written certification for each person evaluated for PPE competency includes the name of the person assessed, along with the date, subject, and the result of the assessment, as well as signatures of the person being assessed and the assessor.		
All training and competency documentation is current for each employee.		

Training and Competency Score: Number of Yes Responses _____ Number of No Responses _____

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Administrative	Compliant (Y/N)	Notes
PPE policies and procedures are documented and communicated to the agency and employees.		
PPE policies and procedures are reviewed regularly. *		
All laboratory entrances, areas, and equipment requiring the use of PPE have signage indicating their requirements.		
PPE assessments are performed regularly through direct observation.*		
Assessment results are communicated to staff and used to develop educational refreshers and messaging.		

Administrative Score: Number of Yes Responses _____ Number of No Responses _____

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Scoring and Calculations:

Input the totals from each section to calculate the overall score:

Total Number of Yes Responses _____

Total Number of No Responses _____

Total Number of Yes and No Responses _____

Overall Score: $\text{Yes} \div (\text{Yes} + \text{No}) \times 100\% =$ _____

Number of Items Repeated from the Last Assessment _____

Comments or Corrective Actions Needed:

Assessor Signature: _____

Date of Completion: _____