CALGARY SAFETY CONSULTANTS

PPE Hazard Assessment and Selection Worksheet

Hierarchy of controls first, then PPE

How to use this worksheet

Use one worksheet for each job, task or work area. Work through it with the workers who do the job and your joint health and safety committee or representative. Fill it in on screen or print it. **PPE is the last line of defence:** Part C, the hierarchy of controls check, must be completed and signed before any PPE is selected in Part D.

- **Parts A and B** describe the job, the people and the exposures, with any monitoring results.
- **Part C** records what was considered at each level of the hierarchy of controls and why it isn't enough on its own. Only residual or interim risk goes forward.
- **Parts D and E** assess each body area and select PPE certified to the right standard. **Part F** is a standards reference.
- **Parts G and H** record fit, fit testing and training, and plan inspection, maintenance and replacement. **Part I** summarizes the law in each jurisdiction.
- Repeat the assessment when the work, equipment, materials or people change, after an incident, and at least once a year.

Part A: Job and assessment details

Organization

Job, task or work area

Date

Site or department

Province, territory or federal

Workers doing this job

Reason for this assessment

- ☐ New job or task
- ☐ Annual review
- ☐ After an incident
- ☐ Change in work or equipment
- ☐ New PPE or product
- ☐ Committee or worker request

Assessment team

Name	Role or position	Worker or committee member	Initials

Part B: Task steps and exposures

List the main task steps and what workers are exposed to. Attach monitoring results for noise, dust, fumes, vapours or other contaminants.

Task step	Exposure or hazard	How long and how often	Conditions (heat, wet, confined)	Monitored
				☐
				☐
				☐
				☐

Information reviewed

- ☐ Noise survey
- ☐ Air monitoring
- ☐ Safety data sheets
- ☐ Incident and first aid records
- ☐ Manufacturer instructions
- ☐ Worker input

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Key terms for Part C

Term	What it means
Hierarchy of controls	Elimination, substitution, engineering controls, administrative controls, then PPE. Higher levels act on the hazard; PPE only protects the person wearing it.
Residual risk	The risk that remains after the higher controls that are reasonably practicable are in place. This is what PPE is chosen for.
Interim PPE	PPE used as a temporary measure while a higher control is designed, bought or installed. It needs an owner and a due date.
Fit test	A qualitative or quantitative test, done by a competent person, that confirms a specific respirator make, model and size seals to the wearer's face.
User seal check	A quick positive or negative pressure check the worker does every time they put on a tight-fitting respirator. It doesn't replace a fit test.

Part C: Hierarchy of controls check (complete before selecting PPE)

For each hazard that might need PPE, record what was considered at each level, mark whether it's done, partly done or not practicable, and explain why it isn't enough on its own. Then say whether the PPE is for residual risk or is an interim measure with a due date for the higher control.

Hazard 1

	Done	Partly	Not practicable	What was considered or put in place, and why it isn't enough on its own
Elimination	☐	☐	☐	
Substitution	☐	☐	☐	
Engineering	☐	☐	☐	
Administrative	☐	☐	☐	

PPE role ☐ Residual risk ☐ Interim until higher control is in place, due:

Residual risk remaining after the controls above (what the PPE must protect against)

Hazard 2

	Done	Partly	Not practicable	What was considered or put in place, and why it isn't enough on its own
Elimination	☐	☐	☐	
Substitution	☐	☐	☐	
Engineering	☐	☐	☐	
Administrative	☐	☐	☐	

PPE role ☐ Residual risk ☐ Interim until higher control is in place, due:

Residual risk remaining after the controls above (what the PPE must protect against)

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Hazard 3

	Done	Partly	Not practicable	What was considered or put in place, and why it isn't enough on its own
Elimination	☐	☐	☐	
Substitution	☐	☐	☐	
Engineering	☐	☐	☐	
Administrative	☐	☐	☐	

PPE role ☐ Residual risk ☐ Interim until higher control is in place, due:

Residual risk remaining after the controls above (what the PPE must protect against)

☐ **Hierarchy check complete.** Higher controls have been applied where reasonably practicable, and only residual or interim risk goes forward to PPE selection in Part D.

Hierarchy check completed by | **Signature or initials** | **Date**

Part D: Body-area PPE assessment and selection

Tick each body area that needs PPE for the residual risk in Part C. Record the hazard, the standard the PPE must meet and the product or model selected.

Body area	Needed	Hazard (residual risk)	Standard required	Product or model selected	Sizes stocked
Head	☐				
Eyes and face	☐				
Hearing	☐				
Respiratory	☐				
Hands and arms	☐				
Feet and legs	☐				
Body and skin	☐				
Fall protection	☐				
High visibility	☐				

Part E: Selection checks

☐ The PPE protects against the actual hazard (for example, glove material tested against the specific chemical, cartridge suited to the contaminant).

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- ☐ It is certified to the standard your regulation names, and respirators are NIOSH approved where required.
- ☐ Items are compatible when worn together (glasses and respirator seal, hard hat and hearing protection, harness and clothing).
- ☐ It doesn't create a new hazard, such as heat stress, snagging or blocking alarms and communication.
- ☐ A full size range is stocked, including PPE designed for women's bodies, and workers have tried it on.
- ☐ Workers and the committee or representative were consulted, and the manufacturer's instructions are on file.

Part F: Standards reference

Body area	Common Canadian standard	Notes
Head	CSA Z94.1, Industrial protective headwear	Some laws also accept ANSI/ISEA Z89.1. Check the class for electrical work.
Eyes and face	CSA Z94.3, Eye and face protectors	Some laws also accept ANSI/ISEA Z87.1. Match the class to impact, splash or radiation.
Hearing	CSA Z94.2, Hearing protection devices	Choose by measured noise level; don't over-protect workers who need to hear alarms.
Respiratory	CSA Z94.4, Selection, use, and care of respirators	NIOSH-approved respirators; fit testing and a written program where required.
Feet	CSA Z195, Protective footwear	Check the toe, sole and electrical markings for the hazard.
High visibility	CSA Z96, High-visibility safety apparel	Class depends on traffic speed and conditions; B.C. sets classes by speed.
Fall protection	CSA Z259 series	Harnesses, lanyards, connectors and anchors. Use guardrails and restraint before fall arrest.

Regulations reference different editions, and some say the latest version. Check the edition your jurisdiction names before you buy.

Part G: Fit and training record

Worker	PPE item and model	Size	Fit test date	Method	Next fit test	Trained	Training date
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	

Training covers why the PPE is worn, its limits, how to put it on, adjust and remove it, how to inspect, clean and store it, and when to replace it. Workers demonstrate each step.

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Part H: Inspection, maintenance, storage and replacement plan

PPE item	Pre-use check by	Scheduled inspection (who, how often)	Storage	Replace when

Confirm

- ☐ Damaged PPE tagged out of service
- ☐ Shared items cleaned between users
- ☐ Cartridge change schedule set
- ☐ Inspection records kept

Part I: Jurisdiction notes

Summary as of October 2026. Check the current legislation; company policy may go further on cost.

Jurisdiction	Controls before PPE	Who pays	Respirator fit testing
Alberta	Yes. OHS Code s. 9: engineering, then administrative controls, then PPE	Employer provides in limited cases, such as breathing hazards and noise over limits; not required to provide hard hats, boots or eye protection (2009 explanation guide)	s. 250 effective facial seal; 2009 explanation guide: first issue, then at least every 2 years
British Columbia	Hazardous substances (s. 5.55); head protection (s. 8.11)	Workers: weather clothing, general purpose gloves, footwear, safety headgear. Employer: all other PPE at no cost (s. 8.2)	Before first use, at least yearly and after changes (s. 8.40); written program and annual review (ss. 8.5, 8.6)
Saskatchewan	Not stated in the sources cited	See OHS Regulations, 2020, s. 7-2	s. 7-3; approved standard CSA Z94.4-18
Manitoba	Not stated in the sources cited	Employer at no cost, except protective footwear and construction-site headwear (SAFE Work Manitoba)	SAFE Work Manitoba guidance: before first use, by a competent person (respirator rules in ss. 6.15, 6.16)
Ontario	Noise Regulation: engineering controls before hearing protection	Employer ensures prescribed PPE is provided (OHSA s. 25); cost not addressed in the guide	Check your sector regulation. PPE must be a proper fit (s. 25(1)(b.1))
Quebec	Yes. Act s. 3: protection must not reduce efforts to eliminate dangers at the source	Employer, free of charge (Act s. 51)	Respiratory protection program to CSA Z94.4-11 (Regulation s. 45.1)
Nova Scotia	Not stated in the sections cited	Employer provides respirators (s. 13); otherwise not stated	Latest CSA Z94.4 for selection, use, maintenance, testing and training (s. 13)
New Brunswick	Not stated in the sources cited	Employer must provide; WorkSafeNB says this may or may not mean paying	Respirator code of practice covering fitting (s. 45)
Prince Edward Island	Respirators where elimination isn't reasonably practicable (s. 45.17)	Not addressed in the guide cited	Selection, use and care to CSA Z94.4-18

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Jurisdiction	Controls before PPE	Who pays	Respirator fit testing
Newfoundland and Labrador	Respirators when engineering or other controls aren't practicable (s. 84)	Employer provides respiratory protection (s. 84); otherwise not stated	Written program to CSA Z94.4 (s. 83); seal check before each use (s. 85)
Yukon	Yes. s. 1.04 puts PPE after other controls	Employer at no cost, except weather clothing, general gloves and footwear (ss. 1.08, 1.09)	Inspect before each use (s. 1.11); fit tests as required, with records (s. 1.33)
NWT and Nunavut	Yes. s. 89: PPE where design, work practices or administrative controls can't reasonably protect; WSCC code: elimination first	No cost where the regulations require the employer to provide it (s. 90)	Annual (WSCC code of practice)
Federal	Yes. Canada Labour Code s. 122.2: eliminate, reduce, then PPE; COHSR s. 12.03	Employer provides listed items such as respiratory protection (s. 12.13); cost not separately addressed	Use and care to CSA Z94.4; fitted by a qualified person (s. 12.05)

Worked example: dry concrete cutting

Level	What was considered or put in place	Why it isn't enough on its own
Elimination	Order pre-cut openings from the supplier where possible.	Most cuts are on existing structures.
Substitution	Use a core drill instead of a cut-off saw for small openings.	Still produces some dust; not possible for long cuts.
Engineering	Water-fed saw and vacuum shroud with a filtered vacuum; no dry sweeping.	Monitoring shows exposure drops sharply but some tasks still exceed the limit.
Administrative	Schedule cutting when other trades are out of the room; restricted area signs; written procedure.	Depends on people following it every time.
PPE (residual)	Half-facepiece respirator with P100 filters, fit tested before first use and yearly; safety glasses; hearing protection.	Kept for residual risk; reviewed when new equipment arrives.

Common mistakes to avoid

- Choosing PPE first and filling in the hierarchy check afterwards.
- Writing "wear gloves" without the hazard, glove material and standard.
- One size for everyone, or no PPE designed for women's bodies.
- Tight-fitting respirators issued without a fit test, or to workers with facial hair under the seal.

Sign-off

Completed by	Position	Date

Committee co-chair or representative	Signature	Date

Manager approval	Signature	Next review date

Free guide and register. calgarysafetyconsultants.ca/safety-guides/hazard-management/ppe-program/ has the full guide and the free PPE Program Register (Excel). Questions? Call 1-888-231-0358.

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