

# Safety Management Checklist for Best Practices with PPE, Equipment, and Maintenance



Here's a comprehensive "Best Practices Checklist for PPE, Equipment, and Maintenance Schedules" designed specifically for Safety Managers. It combines insights from OHS Insider's OHS audit guides (competency and JHSC audits) and CSA Z1000/OHSMS best practices.

## PPE, Equipment, and Maintenance Best Practices Checklist

### 1. PPE Program Compliance and Management

#### Policy and Risk Assessment

- ☐ Written PPE policy and program established under OHS Act/regulations.
- ☐ PPE hazard assessment conducted for each task and updated annually or when work conditions change.
- ☐ Selection of PPE based on hazard type, duration, exposure level, and job requirements.
- ☐ CSA/ANSI-approved PPE used (hearing protection, eye/face

protection, head protection, etc.).

☐ PPE inventory maintained and reviewed quarterly.

### **Fit and Comfort**

☐ Fit testing conducted (e.g., respirators) and results documented.

☐ Employees have access to multiple sizes/styles for proper fit.

☐ Procedures in place for replacing defective or ill-fitting PPE.

### **Training and Competence**

☐ All workers trained on PPE use, inspection, cleaning, limitations, and storage.

☐ Refresher training conducted at least every 12 months or after incident/non-compliance.

☐ Training records maintained with worker signatures and trainer credentials.

☐ Supervisors verify worker competence in PPE use before task assignment.

### **Maintenance and Inspection**

☐ PPE inspected before each use by the worker.

☐ Supervisors perform random monthly PPE compliance checks.

☐ Damaged PPE tagged "Out of Service" and replaced immediately.

☐ Cleaning and disinfection procedures documented and followed (especially for shared PPE).

☐ PPE shelf life and expiry tracked (e.g., hard hats,

harnesses, respirator cartridges).

## 2. **Equipment Management and Inspection**

### **Procurement and Commissioning**

- ☐ Only CSA/UL/OSHA-certified equipment purchased and logged in asset register.
- ☐ New equipment inspected and tested before first use.
- ☐ Operator manuals and safe work procedures readily available.

### **Operator Competency**

- ☐ Operators trained and certified (e.g., forklifts, cranes, aerial lifts, pressure systems).
- ☐ Competency audits performed annually (referencing OHS "competent/qualified" definitions).
- ☐ Documentation of operator certifications and retraining maintained.

### **Pre-Use and Routine Inspections**

- ☐ Daily pre-use inspection checklist completed by operator.
- ☐ Weekly or monthly formal inspections conducted by a competent person.
- ☐ Inspection logs kept at point of use or in digital system.
- ☐ Non-conforming equipment immediately tagged and removed from service.
- ☐ Corrective actions tracked until verified complete.

### **Preventive Maintenance**

- ☐ Manufacturer-recommended maintenance schedules in place for all critical equipment.
- ☐ Maintenance frequency adjusted based on risk, usage hours, and environment.
- ☐ Lubrication, calibration, and testing documented with signatures/date.
- ☐ Spare parts inventory maintained for high-risk/critical systems.
- ☐ Maintenance contractors vetted for OHS compliance and insurance coverage.

### **Calibration and Testing**

- ☐ Instruments calibrated as per manufacturer or regulatory schedule (e.g., gas monitors, torque wrenches).
- ☐ Calibration certificates retained for minimum 3 years.
- ☐ Non-conforming results investigated and equipment rechecked after adjustment.

## **3. Maintenance Schedule and Recordkeeping**

### **Scheduling and Frequency**

- ☐ Annual master maintenance plan developed and approved by Safety Manager.
- ☐ Equipment categorized by criticality (high/medium/low) for frequency planning.
- ☐ Automated reminders or digital CMMS (Computerized Maintenance Management System) used.
- ☐ Maintenance integrated into production planning to minimize

downtime.

### **Documentation**

- ☐ Maintenance reports include date, task description, parts replaced, technician name, and verification signature.
- ☐ All inspections and repairs logged for regulatory compliance and due diligence.
- ☐ Work orders closed only after verification of safe return to service.

### **Follow-Up and Continuous Improvement**

- ☐ Recurring failures analyzed for root cause and prevention.
- ☐ Maintenance performance KPIs reviewed quarterly (MTBF, overdue tasks, downtime).
- ☐ Audit trail maintained for OHS inspection and insurance review.
- ☐ Lessons learned from maintenance-related incidents integrated into training programs.

## **4. Integration with Safety Audits and JHSC Oversight**

### **Audit Readiness**

- ☐ PPE and equipment audits scheduled annually or post-incident (per CSA Z1000-6 guidance).
- ☐ JHSC reviews inspection and maintenance records at each meeting.
- ☐ Corrective actions from audits tracked to closure within defined timeframes.

## Communication and Continuous Improvement

- ☐ Workers consulted on PPE and equipment performance during JHSC meetings.
- ☐ Safety alerts or bulletins issued following inspection findings or equipment recalls.
- ☐ Continuous improvement logged in OHSMS (management review input/output tracking).

Record Type	Responsible Person	Frequency	Retention Period
PPE Training Records	Safety Manager	Annually	3 years minimum
Equipment Inspection Logs	Supervisor	Daily/Weekly	1 year minimum
Maintenance Work Orders	Maintenance Lead	Per task	3–5 years
Calibration Certificates	Maintenance Tech	Per calibration cycle	3 years
Audit Reports	Safety Manager / JHSC	Annual	5 years
Corrective Action Logs	Department Head	As required	2 years