



# SOUTH COAST EDUCATION SERVICE DISTRICT

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## Request for Use of Personal Protective Equipment (PPE)

In alignment with our ESD Board Policy EBBB, South Coast ESD acknowledges there are times when staff may need PPE in order to complete their job responsibilities. South Coast ESD has developed an Administrative Rule (AR) to address the current PPE available to staff. In addition, the following form can be completed by any staff member who is requesting the use of PPE, or the addition of such PPE.

### General Information

Date of Request: \_\_\_\_\_ Staff Member's Name: \_\_\_\_\_ Program/Department: \_\_\_\_\_

### PPE Request

1. Describe the PPE currently utilized including the purpose for its use

2. Please describe your request for additional PPE to include items requested and how and when it will be utilized.

### PPE Request Response

The request was Approved/Denied (Circle One). Describe who was contacted to assist in making the determination, rationale if request was denied and what supports will be put in place instead of the request PPE.

If Approved: Date PPE provided: \_\_\_\_\_ Date employee was trained on use: \_\_\_\_\_