

Construction PPE Order Request



Construction PPE Order Request Form Template:

Requestor Information:

- Name: [Name of the person requesting PPE]
- Position/Role: [Job title or role]
- Date of Request: [Date when the request is made]

Project Details:

- Project Name: [Name of the construction project]
- Project Site: [Location or address of the project]

PPE Details:

- PPE Item: [Specify the type of PPE needed, e.g., hard hat, safety gloves, goggles]
- Quantity: [Number of units needed]
- Size: [Specify size if applicable]

Specific Use Case:

- General Construction
- Welding
- Concrete Work
- Electrical Work
- Roofing
- Other: [Specify]

Urgency Level:

- High Priority
- Medium Priority
- Low Priority

Delivery Information:

- Delivery Date: [Preferred delivery date]
- Delivery Address: [Where the PPE should be delivered]

Additional Information:

- Replacement for damaged PPE
- New employee requirement
- Other details or special instructions

Supervisor/Manager Approval:

Supervisor/Manager Name: [Name of approving supervisor/manager]

Date Approved: [Date of approval]

Budget Code/Account:

Specify budget code or account for tracking purposes

Acknowledgment:

By submitting this request, I acknowledge that the requested PPE is necessary for the safety and well-being of the workers on the construction site. I confirm that the information provided in this form is accurate.

Requestor's Signature:

[Signature]