

# SOP: Personal Protective Equipment (PPE) Usage Guidelines

This SOP provides comprehensive **personal protective equipment (PPE) usage guidelines**, detailing the selection, proper use, maintenance, and disposal of PPE to ensure the safety and health of employees in various work environments. It aims to minimize exposure to hazards by enforcing mandatory PPE protocols, training employees on correct usage, and monitoring compliance to reduce workplace injuries and illnesses.

## 1. Purpose

To establish standardized protocols for selection, use, maintenance, and disposal of PPE to protect employees from workplace hazards.

## 2. Scope

This SOP applies to all personnel and contractors exposed to occupational hazards requiring the use of PPE.

## 3. Responsibilities

- **Supervisors/Managers:** Ensure compliance, provide PPE, arrange training, and enforce SOP.
- **Employees:** Properly use, maintain, and report issues with PPE.
- **Safety Officer:** Conduct hazard assessments, monitor compliance, and keep records.

## 4. Procedure

### 4.1 PPE Selection

1. Conduct hazard assessments for each workspace/job function.
2. Identify appropriate PPE based on hazard type (see Table 1).
3. Ensure all selected PPE meets relevant safety standards (e.g., ANSI, OSHA).

Table 1: PPE Selection Guide

Hazard Type	Recommended PPE
Chemical Exposure	Chemical-resistant gloves, goggles, aprons, respirators
Physical Impact	Hard hats, safety shoes, impact-resistant gloves
Biohazards	Face shields, gloves, gowns, masks
Noise	Earplugs, earmuffs
Respiratory Hazards	Respirators, dust masks

### 4.2 Donning and Doffing PPE

1. Inspect PPE for damage before use.
2. Follow manufacturer's instructions for correct donning (putting on) and doffing (removal) procedures.
3. Ensure proper fit to prevent exposure.
4. Report any issues with PPE to the supervisor immediately.

### 4.3 PPE Maintenance

- Clean reusable PPE after each use following manufacturer's guidelines.
- Store PPE in a clean, dry area designated for this purpose.
- Regularly inspect and replace worn, damaged, or expired PPE.

### 4.4 PPE Disposal

- Dispose of single-use PPE as per hazardous/non-hazardous waste disposal protocols.
- Seal contaminated PPE in appropriate waste bags/containers.
- Follow local regulations for PPE disposal.

### 4.5 Training

- Employees must complete PPE training covering selection, proper use, maintenance, limitations, and disposal.
- Refresher training is required annually or when new PPE/procedures are introduced.
- Records of all PPE-related training must be maintained.

### 5. Compliance and Monitoring

- Random and scheduled audits will be conducted to ensure adherence to PPE protocols.
- Non-compliance must be addressed immediately with corrective actions and retraining if necessary.

### 6. References

- OSHA 29 CFR 1910 Subpart I “Personal Protective Equipment
- ANSI/ISEA Z87.1 “Eye and Face Protection
- Manufacturer’s instructions and safety datasheets

### 7. Revision History

Version	Date	Description of Change	Author
1.0	2024-06-14	Initial template release	SOP Coordinator