

Standard Operating Procedure (SOP): Use and Maintenance of Personal Protective Equipment (PPE)

This SOP details the proper **use and maintenance of personal protective equipment (PPE)**, covering the selection, correct usage, cleaning, inspection, storage, and replacement of PPE. It aims to ensure the safety and health of all personnel by minimizing exposure to workplace hazards through effective PPE practices and adherence to safety standards.

1. Purpose

To define procedures for selecting, using, maintaining, and replacing PPE to protect personnel from hazards while at work.

2. Scope

This SOP applies to all employees, contractors, and visitors who are required to use PPE within the facility or on-site premises.

3. Responsibilities

- **Supervisors/Managers:** Ensure proper PPE is available, maintained, and used correctly by all personnel.
- **Employees:** Wear assigned PPE as required, maintain PPE, and report damage or malfunction immediately.
- **Safety Officer:** Provide training, conduct regular inspections, and update SOP as needed.

4. Procedure

1. Selection of PPE

- Conduct hazard assessments to determine necessary PPE types (e.g., gloves, helmets, eye protection, respirators, etc.).
- Select PPE that meets appropriate safety standards and is suitable for the task.

2. Correct Usage of PPE

- Inspect PPE before use for any defects or signs of wear.
- Don PPE following manufacturer's instructions and training protocols.
- Do not alter or misuse PPE.
- Ensure PPE fits properly and comfortably.

3. Cleaning and Maintenance

- Clean reusable PPE after each use according to manufacturer guidelines.
- Use only approved cleaning agents and methods.

4. Inspection

- Inspect PPE regularly for damage, deterioration, or malfunction.
- Document inspections and report findings to supervisor or safety officer.

5. Storage

- Store PPE in designated, clean, dry areas when not in use.
- Avoid exposure to direct sunlight, chemicals, or extreme temperatures.

6. Replacement

- Replace PPE that is damaged, worn, or no longer provides adequate protection.
- Record and report any replacements to relevant personnel.

5. Training

- Provide all personnel with initial and periodic refresher training on PPE selection, use, maintenance, and limitations.
- Document all training and keep records as required.

6. Documentation

- Keep records of hazard assessments, PPE issuance, inspections, maintenance, training, and replacements.

7. References

- OSHA 29 CFR 1910 Subpart I - Personal Protective Equipment
- Manufacturer guidelines and user manuals
- Company Health & Safety Policy

Review Date: _____

Approval: _____

Version: 1.0