

Standard Operating Procedure (SOP)

Personal Protective Equipment (PPE) Usage and Requirements

This SOP details the **personal protective equipment (PPE) usage and requirements** to ensure the safety and health of all employees. It covers the selection, proper use, maintenance, and disposal of PPE, including gloves, helmets, eye protection, respiratory devices, and protective clothing. The document emphasizes compliance with regulatory standards, employee training, and regular inspections to minimize workplace hazards and prevent injuries.

1. Purpose

To establish and communicate procedures for the correct usage, maintenance, and disposal of PPE by all employees, in order to minimize occupational hazards.

2. Scope

This SOP applies to all employees, contractors, and visitors performing tasks requiring PPE.

3. Responsibilities

- **Management:** Ensure availability and compliance of PPE as per regulations. Provide resources and training.
- **Supervisors:** Enforce PPE usage, conduct inspections, report and correct deficiencies.
- **Employees:** Properly use, maintain, and report issues with PPE.

4. PPE Selection

- Conduct hazard assessments to identify necessary PPE.
- Select PPE that meets relevant regulatory standards (e.g., OSHA, ANSI, NIOSH).
- Examples of PPE:
 - Protective gloves
 - Safety helmets/hard hats
 - Eye and face protection (goggles, face shields)
 - Respiratory protection (masks, respirators)
 - Protective clothing (aprons, coveralls, lab coats)
 - Hearing protection, as applicable

5. Proper Use of PPE

- Wear PPE as required for the specific task and according to manufacturer instructions.
- Ensure PPE fits correctly and is not defective or damaged before use.
- Follow donning and doffing procedures.
- Do not alter or modify PPE.

6. Maintenance and Storage

- Clean and store PPE as per manufacturer recommendations and company procedures.
- Inspect PPE regularly for wear, damage, or contamination.
- Replace defective or expired PPE immediately.

7. Disposal

- Dispose of single-use or damaged PPE in designated containers according to hazardous waste procedures.
- Follow environmental and safety regulations during disposal.

8. Training

- All employees must receive initial and refresher training on:
 - PPE selection and use
 - Proper care and maintenance
 - Inspection and disposal procedures
- Training records must be maintained.

9. Inspections and Audits

- Conduct regular inspections of PPE and ensure compliance with SOP.
- Document findings and corrective actions.

10. Regulatory Compliance

- Comply with applicable local, state, and federal safety regulations (e.g., OSHA 29 CFR 1910 Subpart I).

11. Records

- Maintain records of hazard assessments, PPE issuance, training, inspections, and incidents involving PPE.

12. References

- Occupational Safety and Health Administration (OSHA) Standards
- ANSI/ISEA Z87.1 “ Eye and Face Protection
- Manufacturer guidelines

13. Revision History

Date	Revision	Description	Author
2024-06-05	1.0	Initial release	PPE Coordinator

Approval: _____ Date: _____