

# Standard Operating Procedure (SOP): Personal Protective Equipment (PPE) Usage Guidelines

This SOP provides comprehensive **Personal Protective Equipment (PPE) usage guidelines** designed to ensure the safety and health of employees in the workplace. It covers the selection, proper use, maintenance, and disposal of PPE, including protective clothing, gloves, masks, helmets, and eye protection. The guidelines emphasize the importance of wearing appropriate PPE for specific tasks, training employees on correct usage techniques, and conducting regular inspections to maintain equipment integrity. By adhering to these protocols, the organization aims to minimize exposure to hazards, prevent workplace injuries, and comply with relevant safety regulations.

## 1. Purpose

To establish procedures for the selection, use, care, and disposal of PPE to reduce exposure to workplace hazards and ensure compliance with health and safety regulations.

## 2. Scope

This SOP applies to all employees, contractors, and visitors who may be exposed to hazards requiring the use of personal protective equipment within the organization's premises.

## 3. Responsibilities

- **Supervisors/Managers:** Ensure PPE availability, conduct training, and enforce compliance.
- **Employees:** Correctly use PPE as instructed and report any problems or PPE deficiencies.
- **Safety Personnel:** Oversee PPE program and conduct regular inspections and audits.

## 4. Selection of PPE

1. Conduct hazard assessments to identify risks and determine required PPE.
2. Select PPE that meets relevant safety standards and is appropriate for identified risks.
3. Refer to the table below for common PPE types and applications.

PPE Type	Application/Use
Protective Clothing	Chemical handling, laboratory, cleaning, contaminated areas
Gloves	Hazardous substances, sharp objects, thermal protection
Masks/Respirators	Airborne particles, dust, chemicals, infectious materials
Helmets/Hard Hats	Construction, falling object hazards
Eye Protection (Goggles, Face Shields)	Chemical splashes, flying debris, radiation

## 5. Proper Use of PPE

1. Follow manufacturer's instructions for fitting, wearing, and removing PPE.
2. Ensure PPE fits properly and provides adequate protection without restricting movement or visibility.
3. PPE must be worn at all times when hazards are present.
4. Report damaged, defective, or ill-fitting PPE immediately.

## 6. PPE Maintenance and Inspection

1. Inspect PPE before each use for signs of wear, damage, or contamination.
2. Clean and sanitize reusable PPE in accordance with manufacturer guidelines.
3. Replace disposable PPE as per usage recommendations.
4. Document inspection and maintenance activities.

## 7. Storage and Disposal

- Store PPE in a clean, dry, and designated area to prevent damage or contamination.
- Dispose of single-use PPE in accordance with relevant waste management procedures and local regulations.
- Decontaminate and safely dispose of reusable PPE that cannot be repaired or disinfected.

## 8. Training

- Provide training to all staff on PPE selection, usage, care, and limitations.
- Maintain up-to-date training records for all PPE users.
- Conduct refresher training annually or when procedures/equipment change.

## 9. Recordkeeping

- Maintain records of hazard assessments, PPE issuance, inspection reports, and training sessions.
- Review and update records periodically to ensure compliance and effectiveness.

## 10. Compliance

Adherence to these PPE guidelines is mandatory. Disciplinary action may result from failure to comply with PPE protocols.

## 11. References

- Occupational Safety and Health Administration (OSHA) 29 CFR 1910 Subpart I: Personal Protective Equipment
- Company Health and Safety Policy