

Standard Operating Procedure (SOP)

Personal Protective Equipment (PPE) Usage Protocols

This SOP establishes **personal protective equipment (PPE) usage protocols** to ensure the proper selection, use, maintenance, and disposal of PPE. It covers guidelines for identifying appropriate PPE for various hazards, training employees on correct usage, enforcing compliance, and maintaining equipment to reduce workplace injuries and promote health and safety.

1. Purpose

To provide standardized procedures for the selection, use, maintenance, and disposal of personal protective equipment (PPE) to safeguard staff from workplace hazards and ensure a safe working environment.

2. Scope

This SOP applies to all staff, contractors, and visitors who may be exposed to occupational hazards requiring PPE within the organization.

3. Responsibilities

- **Supervisors/Managers:** Ensure implementation and compliance with PPE protocols; assess hazards; provide PPE; organize training.
- **Employees:** Use PPE as trained and instructed; report damaged or defective equipment; adhere to all PPE protocols.
- **Safety Officer:** Review and update PPE procedures; conduct inspections and audits.

4. PPE Hazard Assessment & Selection

1. Conduct a hazard assessment of the workplace to identify risks and tasks requiring PPE.
2. Select appropriate PPE based on identified hazards (see Table 1).
3. Ensure all selected PPE is certified and complies with relevant standards (e.g., OSHA, ANSI).

Table 1: PPE Selection Guide

Hazard	Recommended PPE
Chemical Exposure	Chemical-resistant gloves, goggles, face shield, lab coat/apron
Biological Agents	Nitrile gloves, respirator, goggles, lab coat
Physical (Impact, Cuts)	Hard hat, safety goggles, cut-resistant gloves, protective footwear
Noise	Ear plugs or earmuffs
Respiratory Hazards	Appropriate respirator or mask

5. PPE Use, Maintenance & Storage

- Train employees on proper PPE donning, doffing, limitations, and care.
- Inspect PPE before and after use. Do not use damaged or defective equipment-report immediately for replacement.
- Clean and disinfect reusable PPE according to manufacturer's instructions after each use.
- Store PPE in clean, dry, and designated areas.

6. Training

- Provide mandatory PPE training during onboarding and whenever new hazards/PPE are introduced.
- Training topics must include identification of hazards, PPE selection and fitting, proper use, limitations, maintenance, and disposal procedures.
- Maintain records of all PPE training.

7. Compliance & Enforcement

- Supervisors are responsible for ensuring PPE use compliance in their work areas.
- Non-compliance may result in disciplinary action, per organizational policies.

8. Disposal

- Dispose of single-use PPE after use as per local regulations and organizational policies.
- Decontaminate and dispose of contaminated or damaged PPE following hazardous waste procedures where applicable.

9. Review & Revision

- This SOP shall be reviewed annually or upon significant change in operations/hazards and revised as necessary.

10. References

- Occupational Safety and Health Administration (OSHA) - 29 CFR 1910 Subpart I: Personal Protective Equipment
- ANSI/ISEA Z87.1 - Eye and Face Protection
- Company Health & Safety Policies