

# Standard Operating Procedure (SOP)

## Health, Hygiene, and Personal Protective Equipment (PPE) Compliance

This SOP establishes guidelines for maintaining **health, hygiene, and personal protective equipment (PPE) compliance** within the workplace. It covers proper hygiene practices, regular health monitoring, correct use and maintenance of PPE, and protocols to prevent contamination and spread of illness. The objective is to protect the health and safety of all employees by ensuring adherence to hygiene standards and effective use of protective equipment in accordance with regulatory requirements.

### 1. Scope

This SOP applies to all employees, contractors, and visitors in the facility.

### 2. Responsibilities

- **Management:** Provide necessary resources, ensure staff training, and monitor overall compliance.
- **Supervisors:** Enforce SOP adherence, conduct periodic inspections, and report non-compliance.
- **Employees:** Follow hygiene practices and PPE protocols as outlined.

### 3. Hygiene Practices

- Wash hands thoroughly with soap and water before starting work, after using the restroom, and after contact with potentially contaminated surfaces.
- Use alcohol-based sanitizer if handwashing is not immediately available.
- Maintain personal cleanliness and appropriate grooming.
- Refrain from work when experiencing symptoms of illness; promptly report to supervisor.

### 4. Health Monitoring

- Participate in routine health screenings where applicable.
- Report any signs of illness or injury immediately to management.
- Maintain up-to-date records as required by law or company policy.

### 5. PPE Usage and Maintenance

- Use assigned PPE (masks, gloves, goggles, etc.) as required for specific tasks.
- Inspect PPE before use for defects or contamination.
- Replace disposable PPE after each use; properly clean and store reusable PPE according to manufacturer instructions.
- Never share PPE between employees unless appropriately sanitized.

### 6. Contamination Prevention

- Follow designated workflows to minimize cross-contamination.
- Dispose of waste and used PPE in accordance with local regulations.
- Sanitize workstations and equipment regularly with approved disinfectants.

### 7. Training

- All staff must receive training on this SOP before assignment of duties.
- Annual refresher courses to be provided.
- Document all training and attendance.

### 8. Compliance and Review

- Supervisors to conduct regular audits for compliance.
- Non-compliance to be addressed with corrective action and documented.
- This SOP will be reviewed annually or as regulations change.

### 9. Revision History

Version	Date	Change Description	Approved By
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1.0	2024-06-XX	Initial SOP Release	<hr/>
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