

SOP: Personal Protective Equipment (PPE) Donning Guidelines for Staff

This SOP provides detailed **personal protective equipment (PPE) donning guidelines for staff**, including the proper selection, inspection, and correct sequence for wearing PPE to ensure maximum safety and hygiene. It emphasizes the importance of staff adherence to PPE protocols to prevent workplace contamination and exposure to hazards, thereby maintaining a safe and compliant working environment.

1. Purpose

To outline standard procedures for selecting, inspecting, and donning PPE to protect staff and maintain workplace safety and compliance.

2. Scope

This SOP applies to all staff members required to use PPE as part of their job duties in hazardous or contamination-prone work environments.

3. Responsibilities

- **Supervisors:** Ensure staff receive appropriate PPE and training.
- **Staff:** Properly select, inspect, and don PPE as per guidelines.
- **Safety Officer:** Monitor and enforce compliance with PPE protocols.

4. PPE Selection

Select PPE based on workplace risk assessment and required protection level:

Hazard Type	Recommended PPE
Chemical Exposure	Gown, gloves, goggles/face shield, respirator
Biological Contamination	Gown, gloves, surgical mask or N95 respirator, eye protection
Physical Injury	Helmet, gloves, safety boots, protective eyewear

5. PPE Inspection

1. Check PPE items for damages (tears, holes, cracks) before use.
2. Verify fit and integrity of all components.
3. Replace any defective or expired PPE immediately.

6. PPE Donning Sequence

1. Perform hand hygiene using soap/water or sanitizer.
2. Put on the gown or protective coverall and fasten securely.
3. Wear the mask or respirator; ensure proper fit and seal.
4. Don eye protection (goggles/face shield).
5. Put on gloves, ensuring cuff covers the gown sleeve.

7. Additional Guidelines

- Do not touch face or adjust PPE once donned, unless hands are clean.
- Replace and don new PPE before re-entering hazard zones if contamination is suspected.
- Dispose of or disinfect PPE as per facility protocols after use.

Note: Proper donning of PPE is critical for minimizing exposure to workplace hazards and maintaining a safe environment. Adherence to this SOP is mandatory.

8. References

- OSHA Personal Protective Equipment Standards
- CDC Guidelines for PPE Use
- Company Health and Safety Manual

9. Revision History

Date	Version	Description	Approved By
2024-06-06	1.0	Initial release	Safety Officer