

Standard Operating Procedure (SOP): Personal Protective Equipment (PPE) Requirements

This SOP defines the **personal protective equipment (PPE) requirements** to ensure the safety and health of employees in the workplace. It includes guidelines on the selection, proper use, maintenance, and disposal of PPE such as helmets, gloves, eye protection, respiratory devices, and protective clothing. The purpose is to minimize exposure to hazardous conditions and prevent workplace injuries by enforcing compliance with PPE standards and training.

1. Purpose

To provide clear procedures and requirements for the correct selection, use, maintenance, and disposal of personal protective equipment (PPE) to protect employees from workplace hazards.

2. Scope

This SOP applies to all employees, contractors, and visitors who are required to use PPE within company facilities or during company operations.

3. Responsibilities

- **Management:** Ensure PPE availability, enforce compliance, provide training, and monitor PPE program effectiveness.
- **Supervisors:** Identify hazards, ensure PPE use, report deficiencies, and support training initiatives.
- **Employees:** Use PPE as trained, report damaged or defective PPE, and follow all PPE-related procedures.
- **HSE Department:** Conduct risk assessments, advise on PPE selection, and maintain records.

4. PPE Selection Guidelines

1. Conduct hazard assessments to determine appropriate PPE for tasks.
2. Select PPE that meets applicable regulatory standards (e.g., OSHA, ANSI, NIOSH, EN).
3. Ensure proper fit for each user to maximize protection.
4. Consider compatibility with other required PPE.

5. PPE Types and Use

- **Head Protection:** Helmets or hard hats for protection against impact or falling objects.
- **Eye and Face Protection:** Safety glasses, goggles, or face shields for hazards such as flying particles, chemicals, or light radiation.
- **Hand Protection:** Gloves suitable for chemicals, cuts, heat, or other specific hazards.
- **Respiratory Protection:** Masks or respirators suitable for the level and type of airborne contaminants.
- **Body Protection:** Coveralls, aprons, or full-body suits as needed for hazardous chemical, biological, or physical exposure.
- **Foot Protection:** Safety shoes or boots where there is a risk of injuries from heavy objects, chemicals, or slips.

6. PPE Maintenance and Storage

1. Clean PPE after each use according to manufacturer instructions.
2. Inspect PPE before and after each use for defects or damage.
3. Store PPE in a clean, dry, and designated area.
4. Replace damaged, defective, or expired PPE immediately.

7. Training

1. Provide initial and refresher training on correct PPE selection, use, maintenance, and disposal.
2. Keep records of personnel training and attendance.
3. Verify competency through practical assessments as needed.

8. Disposal of PPE

- Dispose of single-use or contaminated PPE following hazardous waste protocols.
- Do not reuse disposable PPE.
- Recycle PPE components when feasible according to local regulations.

9. Compliance and Enforcement

Noncompliance with PPE requirements may result in disciplinary action. Routine and random inspections will be conducted to ensure adherence to this SOP.

10. References

- Occupational Safety and Health Administration (OSHA) Standards
- ANSI/ISEA Z87.1 Eye and Face Protection Standard
- NIOSH Certified Equipment List
- Company Health and Safety Policy

11. Revision History

Version	Date	Description of Change	Approved By
1.0	2024-06-01	Initial SOP template released	HSE Manager