

Standard Operating Procedure (SOP)

Personal Protective Equipment (PPE) Issuance and Use

This SOP details the procedures for **personal protective equipment (PPE) issuance and use**, including the selection, distribution, proper usage, maintenance, and replacement of PPE. It aims to ensure that all employees are equipped with the necessary protective gear to minimize exposure to workplace hazards, enhance safety compliance, and promote a culture of health and safety in the workplace.

1. Purpose

To establish a systematic process for the selection, issuance, use, maintenance, and replacement of personal protective equipment (PPE) to protect employees from occupational hazards.

2. Scope

This SOP applies to all employees, contractors, and visitors who are required to wear PPE while performing work-related activities within company premises.

3. Responsibilities

- **Management:** Ensure adequate supply and quality of PPE. Provide guidance and resources for PPE training and enforcement.
- **Supervisors:** Assess PPE needs, enforce PPE use, and report deficiencies.
- **Employees:** Properly use, maintain, and report issues with PPE.
- **Safety Officer:** Conduct risk assessments, recommend PPE, and monitor compliance.

4. Procedure

1. Hazard Assessment and PPE Selection

- Conduct regular hazard assessments to identify tasks requiring PPE.
- Select suitable PPE based on hazard type, level of risk, and job requirements.

2. PPE Issuance

- Record all issued PPE in the PPE issuance log.
- Ensure employees acknowledge receipt and understanding of proper use.

3. Training and Fit Testing

- Provide training on proper PPE use, care, and limitations.
- Conduct fit tests for PPE such as respirators and hearing protection, as required.

4. PPE Use and Care

- Employees must wear PPE as instructed while exposed to identified hazards.
- Inspect PPE before each use and report any damage or contamination immediately.
- Follow manufacturer's recommendations and company guidelines for cleaning and maintenance.

5. PPE Reporting, Replacement, and Disposal

- Employees must promptly report lost, damaged, or expired PPE.
- PPE identified as unserviceable must be replaced immediately.
- Dispose of PPE following company procedures or regulatory guidelines.

5. Documentation

- PPE issuance log
- Hazard assessment records
- PPE training attendance
- PPE inspection and replacement logs

6. References

- OSHA 29 CFR 1910 Subpart I - Personal Protective Equipment.
- PPE manufacturer instructions and datasheets.
- Company health and safety policy.

7. Review and Revision

This SOP will be reviewed annually or whenever processes change to ensure it remains up-to-date and effective.

Approval: _____

Date: _____

