

# SOP: Personal Protective Equipment (PPE) Preparation and Usage Protocol

This SOP details the **personal protective equipment (PPE) preparation and usage protocol**, covering selection criteria, proper fitting techniques, routine inspection and maintenance, correct usage during various tasks, decontamination procedures, and storage guidelines. The goal is to ensure the safety and health of employees by minimizing exposure to hazardous conditions through effective PPE management and compliance with safety standards.

## 1. Purpose

To establish and maintain a protocol for the selection, preparation, use, maintenance, and storage of personal protective equipment (PPE) to safeguard employees from occupational hazards.

## 2. Scope

This protocol applies to all personnel who are required to use PPE as part of their job responsibilities.

## 3. Responsibilities

- **Supervisors:** Ensure compliance with protocol, provide appropriate PPE, and facilitate training.
- **Employees:** Use PPE as instructed, maintain PPE cleanliness, and report any damage or concerns.
- **Safety Officer:** Regularly review PPE standards and update procedures.

## 4. PPE Selection Criteria

- Assess potential hazards for each task (chemical, biological, physical, mechanical, etc.).
- Select PPE compliant with relevant standards (e.g., OSHA, ANSI, NIOSH).
- Ensure PPE is appropriate for the specific hazard and individual wearer.
- Refer to the following table for PPE types and typical use cases:

PPE Type	Protection Provided	Example Use
Safety Glasses/Goggles	Eye protection	Chemical handling, grinding
Gloves	Hand protection	Chemical handling, cleaning
Respirators	Respiratory protection	Dusty environments, chemical fumes
Hard Hats	Head protection	Construction, overhead work
Protective Clothing	Body protection	Labe work, welding
Hearing Protection	Ear protection	Loud machinery operation
Foot Protection	Feet protection	Construction, heavy materials

## 5. PPE Preparation and Fitting

- Verify PPE is clean, undamaged, and the correct type and size for the user.
- Check for expiry dates or wear indicators according to manufacturer guidelines.
- Follow manufacturer instructions for correct fitting:
  - Adjust straps, bands, or buckles to secure fit.
  - Perform user seal checks on respirators when applicable.
  - Ensure unrestricted movement and adequate coverage.
- Replace any PPE that is expired, damaged, or otherwise compromised.

## 6. Usage Procedures

- Don PPE before entering hazardous areas.
- Use PPE only for its intended purpose and task.
- Never alter or modify PPE.

- Remove PPE in designated safe areas to prevent contamination spread.
- Follow specific donning/doffing procedures for each PPE item, as per training and manufacturer guidance.

## 7. Inspection and Maintenance

- Inspect PPE before each use for cracks, tears, holes, or other signs of damage.
- Clean PPE in accordance with manufacturer instructions.
- Report and replace defective or damaged PPE immediately.
- Keep maintenance logs as required by regulatory standards.

## 8. Decontamination Procedures

- Decontaminate reusable PPE after each use and before storage using approved cleaning agents.
- Dispose of single-use (disposable) PPE per hazardous waste protocols and regulatory guidelines.
- Ensure decontamination is performed by trained personnel.

## 9. Storage Guidelines

- Store PPE in clean, dry, and designated areas away from direct sunlight, chemicals, or physical damage.
- Ensure storage areas are labeled and organized for easy access.
- Keep PPE separate from personal belongings and consumables.

## 10. Training and Compliance

- All personnel must receive initial and periodic training in PPE selection, usage, and maintenance.
- Maintain training records as evidence of compliance.
- Regularly review and update SOP to reflect current standards and best practices.

## 11. References

- OSHA Standard 29 CFR 1910.132 - General Requirements for PPE
- ANSI/ISEA Z87.1 – Eye and Face Protection Standard
- NIOSH PPE Guidelines
- Manufacturer instructions and safety data sheets (SDS)

## 12. Revision History

Version	Date	Description	Approved By
1.0	2024-06-14	Initial release	Safety Officer