

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

1. Purpose

This SOP defines the **personal protective equipment (PPE) requirements** necessary to ensure the safety and health of employees in the workplace. It covers the selection, proper use, maintenance, and storage of PPE such as gloves, helmets, eye protection, hearing protection, and respiratory devices. The objective is to minimize exposure to hazards that can cause injuries or illnesses, ensuring compliance with safety regulations and promoting a safe working environment.

2. Scope

This procedure applies to all employees, contractors, and visitors performing tasks where there may be exposure to physical, chemical, biological, or mechanical hazards.

3. Responsibilities

- **Supervisors/Managers:** Ensure adherence to PPE requirements and provide appropriate PPE.
- **Employees:** Use PPE as instructed, inspect before use, and report issues or deficiencies.
- **Safety Officer:** Conduct periodic assessments, trainings, and audits regarding PPE compliance.

4. PPE Selection and Assessment

1. Conduct a hazard assessment to determine the type of PPE required for each task.
2. Select PPE that complies with relevant safety standards and regulations.
3. Record and review assessments regularly or when changes occur.

5. PPE Usage Requirements

PPE Type	When Required	Instructions for Use
Gloves	Handling chemicals, biological substances, sharp objects	Ensure correct fit; inspect for tears before use
Helmets/Hard Hats	Risk of falling or flying objects	Wear snugly on head; adjust straps for secure fit
Eye/Face Protection	Risk of splashes, dust, flying particles	Ensure clean lenses; secure comfortably
Hearing Protection	Exposures to high noise levels	Use earplugs or earmuffs; ensure proper seal
Respiratory Devices	Exposure to harmful dust, fumes, or gases	Use appropriate respirator; ensure fit testing

6. PPE Maintenance and Storage

- Inspect PPE before and after each use for damage or contamination.
- Clean and disinfect reusable PPE as per manufacturer's instructions.
- Store PPE in designated clean, dry, and accessible locations.
- Replace damaged or expired PPE promptly.

7. Training

- Provide training on proper PPE selection, use, limitations, and maintenance.
- Ensure all personnel demonstrate competency in PPE procedures.
- Conduct refresher training annually or when changes in PPE/equipment occur.

8. Recordkeeping and Compliance

- Maintain records of hazard assessments, PPE issuance, training, and inspections.
- Regularly audit PPE program for compliance with regulations and site policies.

9. References

- Occupational Safety and Health Administration (OSHA) 29 CFR 1910 Subpart I “Personal Protective Equipment
- PPE manufacturer instructions and guidelines
- Company Safety Policies