

Standard Operating Procedure (SOP): Personal Protective Equipment (PPE) Usage and Disposal

This SOP details the proper **personal protective equipment (PPE) usage and disposal** protocols, including selection criteria, correct donning and doffing techniques, maintenance and inspection of PPE, guidelines for safe disposal to prevent contamination, and compliance with health and safety regulations. The aim is to protect employees from workplace hazards by ensuring effective use and management of PPE.

1. Purpose

To establish standardized procedures for the selection, use, maintenance, and disposal of PPE to minimize exposure to workplace hazards.

2. Scope

This SOP applies to all personnel, contractors, and visitors who are required to wear PPE in the workplace.

3. Responsibilities

- **Supervisors/Managers:** Ensure staff receive appropriate training and PPE, and monitor compliance.
- **Employees:** Properly select, wear, maintain, and dispose of PPE as instructed.
- **Health and Safety Officers:** Oversee PPE protocols, conduct audits, and update this SOP as needed.

4. PPE Selection Criteria

- Identify workplace hazards (e.g., chemical, biological, mechanical, radiological).
- Select PPE based on hazard assessment and regulatory requirements.
- Ensure PPE fits correctly and does not restrict movement.
- Consult the manufacturer's instructions and safety data sheets (SDS) for appropriate PPE.

5. Donning (Putting On) and Doffing (Removing) PPE

5.1 Donning Procedures

- Inspect PPE for damage or contamination prior to use.
- Put on PPE in a clean area before entering hazardous environments.
- Follow correct sequence (e.g., gown → mask/respirator → goggles/face shield → gloves).

5.2 Doffing Procedures

- Remove PPE in designated doffing areas to prevent cross-contamination.
- Follow recommended sequence (e.g., gloves → goggles/face shield → gown → mask/respirator).
- Perform hand hygiene between steps and after removal of all PPE.

6. PPE Maintenance and Inspection

- Inspect all PPE before and after each use for signs of wear or damage.
- Clean and store reusable PPE after use according to manufacturer instructions.
- Replace damaged or expired PPE immediately.
- Document inspections and maintenance activities as required.

7. Safe Disposal of PPE

- Dispose of single-use/contaminated PPE in designated biohazard or PPE waste containers.
- Follow local, state, and federal regulations for PPE waste management.
- Never dispose of contaminated PPE in general waste bins.
- Wash hands thoroughly after handling and disposing of used PPE.

8. Training

- All personnel must receive training on proper PPE selection, use, maintenance, and disposal.
- Training must be documented and refreshed annually or as changes to procedures occur.

9. Compliance

- Adhere to all applicable OSHA, CDC, WHO, and local health and safety regulations.
- Report any PPE malfunctions, exposures, or concerns to supervisors immediately.

10. References

- Occupational Safety and Health Administration (OSHA) Standards
- Centers for Disease Control and Prevention (CDC) PPE Guidelines
- Manufacturer PPE Instructions

11. Revision History

Version	Date	Description	Author
1.0	2024-06-01	Initial SOP release	[Author Name]