

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

This SOP establishes comprehensive **personal protective equipment (PPE) usage guidelines** to ensure the safety and health of employees in various work environments. It covers the selection, proper use, maintenance, and disposal of PPE, including gloves, masks, goggles, helmets, and protective clothing. The purpose is to minimize exposure to hazards, prevent workplace injuries, and comply with occupational safety standards by promoting consistent and correct PPE practices.

1. Purpose

To provide clear procedures for selecting, using, maintaining, and disposing of PPE to protect employees from workplace hazards and ensure compliance with safety regulations.

2. Scope

This SOP applies to all employees, contractors, and visitors who enter areas where PPE is required across all operations and worksites.

3. Responsibilities

- **Supervisors/Managers:** Ensure adherence to PPE guidelines, conduct regular training, and monitor compliance.
- **Employees:** Follow PPE procedures, report damaged or missing PPE, and participate in training.
- **Safety Officer:** Conduct hazard assessments, select appropriate PPE, and maintain records.

4. PPE Selection

1. Conduct hazard assessments to determine necessary PPE for each task/work area.
2. PPE types include, but are not limited to:
 - Gloves
 - Masks/Respirators
 - Goggles/Face Shields
 - Helmets/Hard Hats
 - Protective Clothing (aprons, coveralls, lab coats, etc.)
 - Hearing Protection (earplugs, earmuffs)
 - Foot Protection (safety shoes, boots, etc.)
3. Ensure PPE meets required industry standards (e.g., OSHA, CE, NIOSH).

5. Proper Use of PPE

1. Wear appropriate PPE before entering hazardous areas.
2. Inspect PPE for defects prior to use.
3. Follow manufacturer's instructions for proper fitting and adjustment.
4. Remove and replace damaged or expired PPE immediately.
5. Do not share PPE unless it is designed for multi-user use and sanitized according to protocol.

6. Maintenance and Storage

1. Clean and store PPE as per manufacturer's instructions after each use.
2. Store PPE in designated, clean, and dry areas.
3. Perform regular inspections and maintenance checks.
4. Dispose of single-use PPE after use.

7. Disposal Procedures

1. Dispose of used or damaged PPE in accordance with local regulations and company protocols.
2. Place contaminated PPE in appropriate hazardous waste containers.
3. Record disposal of regulated/special PPE (e.g., biohazard suits) as required.

8. Training

1. Provide initial and refresher training on PPE selection, use, maintenance, storage, and disposal.
2. Document attendance and comprehension of all training sessions.

9. Compliance and Review

1. Conduct regular audits to ensure adherence to this SOP.
2. Review and update the SOP annually or as regulations/equipment change.

10. References

- Occupational Safety and Health Administration (OSHA) Standards
- Company Safety Manual
- PPE Manufacturer's Instructions
- Local Regulations

Document Control

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Approved By: _____