

# SOP: Personal Protective Equipment (PPE) Usage

This SOP provides comprehensive guidelines for **personal protective equipment (PPE) usage**, detailing the selection, proper use, maintenance, and disposal of PPE. It emphasizes the importance of wearing appropriate equipment to safeguard employees from workplace hazards, ensuring compliance with safety standards, promoting health and safety awareness, and minimizing the risk of injury or exposure to harmful substances. The goal is to maintain a safe working environment by implementing consistent PPE protocols across all operations.

## 1. Purpose

To establish procedures for the proper selection, usage, maintenance, and disposal of personal protective equipment (PPE) to protect employees from hazards in the workplace.

## 2. Scope

This SOP applies to all employees, contractors, and visitors who are required to use PPE while performing tasks or entering specific areas within the facility.

## 3. Definitions

- **PPE:** Personal Protective Equipment used to minimize exposure to hazards.
- **Hazard Assessment:** Evaluation of workplace to identify risks requiring PPE.

## 4. Responsibilities

- **Management:** Ensure PPE availability, training, and enforcement of SOP.
- **Supervisors:** Confirm staff compliance, conduct hazard assessments, and report concerns.
- **Employees:** Properly use, maintain, and report any issues with PPE.

## 5. PPE Selection

1. Conduct hazard assessments for tasks/work areas.
2. Select appropriate PPE based on identified hazards.
3. Ensure PPE complies with relevant standards (e.g., ANSI, OSHA).
4. Common PPE includes:
  - Protective gloves
  - Safety goggles and face shields
  - Respirators and masks
  - Hearing protection
  - Protective clothing
  - Safety footwear
  - Head protection

## 6. PPE Usage & Procedures

1. Inspect PPE for damage before each use.
2. Wear PPE as required for specific tasks or areas.
3. Do not alter or misuse PPE.
4. Replace defective or worn PPE immediately.

## 7. PPE Maintenance and Storage

1. Clean PPE according to manufacturer instructions.
2. Store PPE in clean, designated areas.
3. Do not share PPE unless specifically designed/sanitized for multiple users.

## 8. PPE Disposal

1. Dispose of single-use PPE after use as per hazardous waste protocols.
2. Report visibly contaminated or damaged reusable PPE for replacement and proper disposal.

## 9. Training

1. All employees must receive training on PPE selection, use, maintenance, and disposal.
2. Training records must be maintained and updated annually or as needed.

## 10. Compliance and Monitoring

1. Regularly inspect PPE availability and condition.
2. Supervisors to monitor and enforce PPE usage in work areas.
3. Non-compliance may result in disciplinary action as per company policy.

## 11. Documentation

- PPE issuance logs
- Training records
- Inspection and maintenance records
- Incident reports involving PPE

## 12. Review & Revision

1. This SOP shall be reviewed annually and updated as necessary.

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**Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_