

Standard Operating Procedure (SOP)

Pre-operation Safety Checks and PPE Requirements

Purpose:

This SOP details **pre-operation safety checks and PPE requirements** essential for ensuring a safe working environment. It outlines the necessary inspections to be conducted before starting any machinery or equipment, including verifying operational integrity, identifying hazards, and confirming safety features are functional. The procedure also specifies the mandatory personal protective equipment (PPE) to be worn, such as helmets, gloves, eye protection, and high-visibility clothing, to minimize risks and enhance worker safety during operations.

Scope:

This SOP applies to all workers, supervisors, and contractors operating machinery or equipment within *[facility/department name]*.

Responsibilities:

- Operators:** Complete all pre-operation safety checks and wear required PPE.
- Supervisors:** Ensure compliance and conduct random audits.
- Safety Officer:** Update SOP as needed and provide ongoing PPE training.

Procedure:

- Pre-operation Safety Checks:**
 - Visually inspect equipment for any signs of damage or wear.
 - Check that all safety guards/covers are in place and intact.
 - Test emergency stop buttons and other safety features to ensure they are functional.
 - Verify fluid levels (oil, coolant, fuel, etc.), if applicable.
 - Inspect the work area for potential hazards (slips, trips, obstructions, etc.).
 - Remove unnecessary items and debris from around the equipment.
 - Ensure proper signage and warnings are visible in the work area.
 - Document findings and report any defects or hazards to a supervisor before starting operation.
- PPE Requirements:**

PPE Item	Description	When to Use
Safety Helmet/Hard Hat	Protects against head injuries	At all times in designated work zones
Safety Glasses or Goggles	Protects eyes from flying particles and splashes	During operation and maintenance of machinery
High-Visibility Clothing	Increases worker visibility	In operational areas with moving equipment
Protective Gloves	Prevents hand injuries from cuts, abrasions, chemicals	When handling materials or operating equipment
Hearing Protection	Shown as earmuffs or earplugs, reduces noise exposure	In designated noise hazard zones
Safety Footwear	Steel-toe boots to protect against falling objects	When on the shop floor or in construction areas

Documentation:

- Pre-operation safety checklist (signed and dated)
- PPE issuance/log sheet
- Incident/near-miss reporting forms

References:

- Company Health and Safety Policy
- Relevant OSHA/Local Regulatory Standards
- PPE Manufacturer Guidelines

Note: Failure to follow pre-operation safety checks and PPE requirements may result in disciplinary action and increased risk of injury.