

Standard Operating Procedure (SOP)

Personal Protective Equipment (PPE) Usage and Infection Control

This SOP defines the guidelines for **personal protective equipment (PPE) usage and infection control**, detailing proper selection, correct usage, maintenance, and disposal of PPE, as well as protocols for minimizing contamination risks. It aims to protect employees and prevent the spread of infections in the workplace by establishing standardized procedures for hygiene, sanitation, and equipment handling to ensure a safe and healthy environment.

1. Purpose

To establish procedures for the correct use, maintenance, and disposal of PPE, and to outline infection control measures that protect staff and others from exposure to infectious agents.

2. Scope

Applicable to all employees, contractors, and visitors who may be exposed to infectious agents or hazardous substances in the workplace.

3. Responsibilities

- **Employees:** Adhere to all PPE and infection control procedures; report any issues with PPE or sanitation.
- **Supervisors/Managers:** Ensure PPE availability, employee training, and compliance with this SOP.
- **Infection Control Officer/Safety Officer:** Monitor adherence, update protocols, and provide guidance.

4. PPE Selection

PPE Type	Intended Use	Selection Criteria
Gloves	Protection from contamination/contact	Proper size, material appropriate for task
Masks/Respirators	Protection from airborne pathogens	Fit, filtration level based on risk
Gowns/Aprons	Protection of body/clothing	Fluid-resistant if required
Eye & Face Protection	Protection from splashes/aerosols	Fit, coverage, anti-fog

5. Procedures

1. Hand Hygiene

- Wash hands before and after PPE use and after removing gloves.
- Use alcohol-based sanitizer or soap and water for at least 20 seconds.

2. PPE Donning (Putting On)

- Perform hand hygiene.
- Select appropriate PPE based on task and exposure risk.
- Put on PPE in the following order: gown/apron, mask/respirator, eye protection, gloves.
- Ensure proper fit and coverage.

3. PPE Doffing (Removing)

- Remove PPE carefully to avoid contamination.
 - a. Remove gloves
 - b. Remove gown/apron
 - c. Perform hand hygiene
 - d. Remove eye protection

e. Remove mask/respirator

- Dispose of single-use PPE in designated biohazard containers.
- Clean and disinfect reusable PPE according to manufacturer guidelines.

4. **Sanitation and Equipment Handling**

- Clean and disinfect all tools and equipment before and after use.
- Maintain clean work areas and dispose of waste promptly.

6. **Maintenance & Storage**

- Store PPE in a clean, dry area away from contaminants.
- Inspect PPE regularly for damage or wear; replace defective items immediately.
- Follow manufacturer's instructions for cleaning and maintenance of reusable items.

7. **Training**

- All employees must receive initial and ongoing training on PPE selection, use, maintenance, and infection control protocols.
- Training records must be maintained by the Safety Officer/HR.

8. **Monitoring & Compliance**

- Regular audits will be conducted to monitor compliance and identify areas for improvement.
- Non-compliance may result in disciplinary action as outlined in company policy.

9. **References**

- Local, state, and national health regulations.
- Manufacturer instructions for PPE.
- Company health and safety policies.

10. **Revision History**

Version	Date	Description of Change	Approved By
1.0	2024-06-10	Initial version	Safety Officer