

# Standard Operating Procedure (SOP)

## Personal Protective Equipment (PPE) Usage and Maintenance Guidelines

This SOP provides comprehensive **personal protective equipment (PPE) usage and maintenance guidelines**, covering the selection, proper use, cleaning, inspection, and storage of PPE to ensure optimal protection for employees in various workplace environments. The procedures emphasize adherence to safety standards, regular maintenance schedules, and proper training to minimize exposure to hazards and maintain the effectiveness and longevity of all protective gear.

### 1. Purpose

To establish standardized procedures for the selection, correct usage, maintenance, cleaning, inspection, and storage of personal protective equipment (PPE) for all employees exposed to hazardous environments.

### 2. Scope

This SOP applies to all employees, supervisors, and contractors required to use PPE as part of their job duties within the organization.

### 3. Responsibilities

- **Supervisors:** Ensure staff are provided with appropriate PPE and trained in its use and care; enforce compliance.
- **Employees:** Use PPE as required and maintain it according to these guidelines.
- **Safety Officer:** Conduct regular audits, provide training, and maintain records.

### 4. PPE Selection Guidelines

- Conduct hazard assessments to determine required PPE.
- Select PPE meeting applicable standards (e.g., OSHA, ANSI).
- Ensure proper fit and comfort for each individual user.
- Document and approve all PPE selections.

### 5. PPE Usage Procedures

- Inspect PPE prior to each use for damage or contamination.
- Don PPE following manufacturer instructions and training.
- Do not use defective or expired PPE.
- Remove PPE safely to avoid contamination.

### 6. PPE Maintenance, Cleaning, and Inspection

PPE Type	Cleaning Method	Inspection Frequency	Common Defects
Protective Gloves	Mild soap & water; air dry	Before each use	Tears, holes, chemical deterioration
Safety Goggles/Glasses	Lens cleaner; lint-free cloth	Before each use	Scratched lens, broken frames
Respirators	Manufacturer instructions; disinfect as needed	Before/after each use	Damaged seal, filter issues
Protective Clothing	Launder per label; avoid bleach unless specified	After each use or weekly	Tears, reduced barrier effectiveness
Safety Footwear	Clean with brush and mild detergent	Weekly	Sole separation, toe cap damage
Hearing Protection	Wipe with clean cloth; replace tips/cushions	After each use	Damaged bands, lost elasticity

## 7. PPE Storage

- Store PPE in a clean, dry location away from direct sunlight, contamination, and physical damage.
- Organize PPE by type and label storage areas clearly.
- Ensure only clean, undamaged PPE is stored.

## 8. Training

- All users must receive initial and periodic refresher training on proper PPE use and maintenance.
- Training records must be documented and retained by the Safety Officer.

## 9. Compliance and Review

- Failure to comply may result in disciplinary action and increased risk of injury.
- This SOP will be reviewed annually and updated as required to remain compliant with regulations and workplace needs.

## 10. References

- OSHA Standard 29 CFR 1910 Subpart I “Personal Protective Equipment
- ANSI/ISEA Z87.1 “Eye and Face Protection Devices
- Manufacturer PPE Instructions