

SOP: Personal Protective Equipment (PPE) Usage and Maintenance

This SOP details the proper **personal protective equipment (PPE) usage and maintenance** protocols, including the selection, correct wearing, regular inspection, cleaning, storage, and timely replacement of PPE. It emphasizes the importance of PPE in protecting employees from workplace hazards and ensuring compliance with safety regulations to maintain a safe working environment.

1. Purpose

To establish standardized procedures for the selection, use, inspection, cleaning, maintenance, and replacement of PPE to safeguard employees from workplace hazards and ensure regulatory compliance.

2. Scope

This SOP applies to all staff, contractors, and visitors who are required to use PPE within the organization's premises.

3. Responsibilities

- **Managers/Supervisors:** Ensure staff are trained and provided with appropriate PPE; enforce compliance.
- **Employees:** Correctly use, inspect, clean, and maintain PPE as per the SOP; report any damaged PPE.
- **Safety Officer:** Conduct hazard assessments and ensure the adequacy of PPE.

4. PPE Selection

1. Conduct hazard assessments for all work areas and tasks.
2. Select PPE appropriate to the identified hazard(s) as per regulatory requirements.
3. Refer to the PPE Matrix/Table for guidance:

Hazard Type	Recommended PPE
Chemical Exposure	Chemical-resistant gloves, goggles, face shield, lab coats
Physical/Mechanical	Safety shoes, hard hats, cut-resistant gloves
Biological	Disposable gloves, gowns, respirators
Noise	Earplugs, earmuffs

5. Donning and Doffing PPE

1. Inspect PPE before use (see Section 6).
2. Follow manufacturer's instructions for correct fit and wearing order.
3. Do not remove PPE while in hazardous areas, except in accordance with safe removal procedures.
4. Dispose of single-use PPE appropriately after use.

6. Inspection and Maintenance

1. Inspect PPE before each use for signs of wear, damage, or contamination.
2. Do not use damaged PPE; report and replace immediately.
3. Document and record inspections as required.
4. Clean reusable PPE after each use following manufacturer's guidelines.

7. Cleaning and Storage

1. Clean PPE with appropriate cleaning agents.
2. Ensure PPE is thoroughly dried before storage.

3. Store PPE in clean, dry, and designated areas away from direct sunlight, chemicals, or contaminants.
4. Do not store defective or soiled PPE with clean equipment.

8. Replacement

1. Immediately replace PPE that is damaged, expired, contaminated, or does not fit properly.
2. Follow manufacturer's recommended replacement intervals where applicable (e.g., respirator cartridges).

9. Training

1. All personnel must receive initial and refresher training on proper PPE use, maintenance, and limitations.
2. Training records must be maintained as per company policy.

10. Compliance and Recordkeeping

1. Random audits to ensure adherence to this SOP.
2. Maintain records of PPE issue, inspection, training, and replacements.
3. Non-compliance may result in disciplinary actions according to company policy.

11. References

- OSHA 29 CFR 1910 Subpart I - Personal Protective Equipment
- Manufacturer's instructions and guidelines
- Company Safety Manual

12. Revision History

Version	Date	Description	Approved by
1.0	2024-06-20	Initial creation	Safety Manager