

SOP Template: Safety and Personal Protective Equipment (PPE) Guidelines

This SOP provides comprehensive **safety and personal protective equipment (PPE) guidelines** to ensure the health and protection of all employees and personnel in the workplace. It covers the proper selection, use, maintenance, and disposal of PPE, including helmets, gloves, eye protection, respiratory equipment, and protective clothing. The guidelines aim to minimize exposure to hazards, reduce workplace injuries, and comply with relevant health and safety regulations through consistent training, risk assessment, and monitoring.

1. Purpose

To set forth standardized procedures for selecting, using, maintaining, and disposing of PPE to protect employees from workplace hazards and to ensure compliance with applicable safety regulations.

2. Scope

This SOP applies to all employees, contractors, and visitors who may be exposed to physical, chemical, biological, or radiological hazards requiring the use of PPE in the workplace.

3. Responsibilities

- **Management:** Ensure PPE availability, facilitate training, and oversee compliance.
- **Supervisors:** Conduct hazard assessments, enforce SOP guidelines, and report PPE issues.
- **Employees:** Properly use, maintain, and report any PPE deficiencies.
- **Safety Officers:** Regularly evaluate PPE program effectiveness and maintain documentation.

4. Hazard Assessment

- Identify workplace hazards that may require PPE.
- Document types of hazards (e.g., chemical, physical, biological, radiological).
- Determine necessary level and type of PPE for each hazard.

5. PPE Selection Guidelines

Hazard Type	Recommended PPE
Head Protection	Helmets, hard hats
Hand Protection	Gloves suitable for chemical, thermal, cut, or abrasion protection
Eye/Face Protection	Safety glasses, goggles, face shields
Respiratory Protection	Disposable masks, respirators (as appropriate)
Body Protection	Lab coats, coveralls, chemical-resistant suits
Foot Protection	Steel-toed boots, chemical-resistant footwear
Hearing Protection	Earplugs, earmuffs

6. PPE Use Procedures

- Use PPE as prescribed for the task and hazard.
- Inspect equipment before each use for defects or damage.
- Remove and replace defective or contaminated PPE immediately.
- Follow correct procedures for putting on (donning) and removing (doffing) PPE.

7. PPE Maintenance and Storage

- Clean and disinfect reusable PPE after every use.
- Store PPE in designated, clean, and dry locations.
- Conduct periodic inspections for all PPE and document maintenance activities.

8. PPE Disposal Guidelines

- Dispose of single-use PPE safely in marked containers.
- Follow all local, state, and federal regulations for hazardous waste disposal.
- Do not reuse disposable PPE.

9. Training

- All personnel must receive initial and periodic refresher training on:
 - PPE selection and use
 - Hazard identification
 - Care and maintenance of PPE
 - Emergency procedures
- Keep written records of all training sessions and attendance.

10. Recordkeeping and Monitoring

- Maintain records of hazard assessments, PPE issuance, inspections, and incident reports.
- Periodically review and audit PPE procedures for compliance and effectiveness.

11. References

- Occupational Safety and Health Administration (OSHA) 29 CFR 1910 Subpart I
- Company Health & Safety Policy Manual
- Relevant local regulations

12. Revision History

Date	Revision	Description
2024-06-01	1.0	Initial release