

Standard Operating Procedure (SOP): Personal Protective Equipment (PPE) Requirements

This SOP defines the **personal protective equipment (PPE) requirements** necessary for maintaining safety and health in the workplace. It covers the selection, proper use, maintenance, and replacement of PPE to protect employees from hazards such as chemical exposure, physical injuries, and environmental risks. The goal is to ensure compliance with safety regulations and to minimize workplace accidents by providing clear guidelines on PPE protocols.

1. Purpose

To establish procedures for the correct selection, use, maintenance, and replacement of PPE to ensure employee safety in the workplace.

2. Scope

This SOP applies to all employees, contractors, and visitors who may be exposed to potential hazards that require the use of PPE.

3. Responsibilities

- **Management:** Provide appropriate PPE, ensure employee training, and enforce compliance.
- **Supervisors:** Assess hazards, communicate PPE requirements, and monitor correct PPE usage.
- **Employees:** Wear assigned PPE, report issues or defects, and maintain their PPE properly.

4. PPE Selection

The following table summarizes common types of PPE and their corresponding hazards:

PPE Type	Examples	Hazards Protected Against
Eye and Face Protection	Safety glasses, face shields, goggles	Chemical splashes, flying debris
Hand Protection	Gloves (nitrile, latex, cut-resistant)	Chemicals, cuts, abrasions
Body Protection	Lab coats, aprons, coveralls	Chemical spills, contamination
Respiratory Protection	Dust masks, respirators	Inhalation of harmful substances
Foot Protection	Safety shoes, boots	Heavy objects, chemical spills
Head Protection	Hard hats, helmets	Falling objects, impact injuries

5. Proper Use of PPE

1. Use only the PPE specified for the identified hazard.
2. Inspect PPE before each use for signs of damage or wear.
3. Wear PPE correctly and consistently as demonstrated in training.
4. Do not alter or modify PPE.

6. Maintenance and Replacement

- Clean and store PPE as per manufacturer's instructions.
- Replace damaged, defective, or expired PPE immediately.
- Report all PPE issues to a supervisor or safety officer.

7. Training and Compliance

- All employees must receive training on proper PPE use, care, and limitations.
- Periodic refresher training will be provided.
- PPE usage compliance audits will be conducted regularly.

8. Documentation

- Maintain records of PPE issuance, training, and inspections.
- Document and investigate incidents of PPE non-compliance or failures.

9. References

- Occupational Safety and Health Administration (OSHA) 29 CFR 1910 Subpart I
- Company Safety Policy Manual
- PPE Manufacturer Instructions