

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

This SOP defines the **Personal Protective Equipment (PPE) usage requirements** to ensure the safety and health of employees by specifying the proper selection, use, maintenance, and disposal of PPE. It covers guidelines for identifying hazards, choosing appropriate protective gear, training personnel on correct PPE practices, and enforcing compliance to minimize exposure to workplace risks and prevent injuries and illnesses.

1. Purpose

To establish standardized requirements and procedures for the selection, use, maintenance, and disposal of Personal Protective Equipment (PPE) for all employees potentially exposed to workplace hazards.

2. Scope

This SOP applies to all personnel, contractors, and visitors who enter workplace areas where PPE is required.

3. Responsibilities

- **Management:** Ensure PPE policy implementation, availability of equipment, and enforcement of compliance.
- **Supervisors:** Assess workplace hazards, determine PPE requirements, communicate and enforce usage, and coordinate training.
- **Employees:** Properly use, maintain, and store PPE as instructed; report defective or damaged PPE immediately.
- **Safety Officer:** Support hazard assessments, PPE selection, and continuous monitoring of PPE practices.

4. Definitions

- **PPE:** Personal Protective Equipment used to minimize exposure to specific occupational hazards (e.g., gloves, safety glasses, respirators, protective clothing).
- **Hazard Assessment:** The process of evaluating workplace tasks and conditions to identify potential sources of injury or illness.

5. Procedure

1. Hazard Assessment

- Conduct regular assessments of all work areas to identify hazards requiring PPE.
- Document assessment findings and update as work conditions or processes change.

2. PPE Selection

- Choose PPE appropriate for each identified hazard, considering comfort, fit, and compatibility.
- Reference the table below for examples:

Hazard Type	Example PPE
Chemical Exposure	Chemical-resistant gloves, eye protection, aprons
Physical Impact	Hard hats, safety shoes, cut-resistant gloves
Respiratory Hazards	Respirators, face masks
Noise	Ear plugs, ear muffs

3. Training

- Provide training on the proper use, limitations, maintenance, and disposal of PPE.
- Document and refresh training annually or as required by task/process changes.

4. **PPE Usage**

- Ensure personnel use specified PPE correctly at all times while exposed to hazards.
- Perform inspections of PPE before each use for defects or damage.

5. **Maintenance, Storage, and Disposal**

- Clean PPE as per manufacturer's instructions after use.
- Store PPE in clean, dry designated locations.
- Dispose of single-use or defective PPE according to company and regulatory guidelines.

6. **Enforcement & Compliance**

- Supervisors will monitor PPE usage and address non-compliance promptly.
- Record all incidents of non-compliance and corrective actions taken.

6. **References**

- OSHA 29 CFR 1910 Subpart I “ Personal Protective Equipment
- Company Safety Policy Manual
- PPE Manufacturer Instructions

7. **Revision History**

Revision	Date	Description	Approved By
1.0	2024-06-01	Initial Release	Safety Manager