

Standard Operating Procedure (SOP)

Pre-cleaning Preparation and PPE Usage

Purpose:

This SOP details the procedures for **pre-cleaning preparation and PPE usage**, including the identification of cleaning tasks, selection and inspection of appropriate personal protective equipment, proper donning and doffing techniques, workplace hazard assessment, and ensuring a safe environment prior to cleaning activities. The goal is to minimize exposure to harmful substances and maintain worker safety by adhering to standardized preparation and protective protocols.

Scope:

This SOP applies to all personnel involved in cleaning activities within the facility.

Responsibilities:

- All staff must comply with this SOP.
- Supervisors are responsible for ensuring availability and integrity of PPE and for overseeing compliance.

Procedure:

- 1. Identify Cleaning Tasks**
 - Review the cleaning schedule and specific areas/items to be cleaned.
 - Note any tasks that require special attention or enhanced PPE.
- 2. Conduct Workplace Hazard Assessment**
 - Assess the environment for potential hazards (e.g., chemical, biological, physical, and mechanical risks).
 - Document identified hazards and communicate them to all personnel involved.
- 3. Select Appropriate PPE**
 - Choose PPE based on identified hazards and task requirements (e.g., gloves, gowns, goggles, face shields, masks, etc.).
 - Refer to the PPE selection matrix or guideline, if available.
- 4. Inspect PPE**
 - Thoroughly examine all PPE for tears, holes, cracks, degradation, or contamination before use.
 - Do not use damaged or expired PPE; report and replace as necessary.
- 5. Donning PPE (Putting On)**
 - Perform hand hygiene before donning PPE.
 - Follow the correct sequence for donning (e.g., gown → mask/respirator → goggles/face shield → gloves).
 - Ensure PPE fits securely and comfortably without gaps.
- 6. Prep Work Area**
 - Remove unnecessary items or obstacles from the immediate work area.
 - Ensure adequate ventilation and lighting.
 - Confirm the availability of cleaning supplies and emergency equipment (e.g., eyewash station, spill kits).
- 7. Doffing PPE (Taking Off)**
 - Remove PPE following established protocol and sequence to avoid contamination (usually gloves → goggles/face shield → gown → mask/respirator).
 - Dispose of used PPE in appropriate waste containers.
 - Wash or sanitize hands immediately after removing PPE.
- 8. Documentation and Reporting**
 - Document completion of pre-cleaning preparation and PPE checks.
 - Report any incident involving PPE failure, exposure, or near-miss to a supervisor immediately.

References:

- Company Safety Manual
- CDC Guidelines for Environmental Infection Control
- OSHA PPE Standards (29 CFR 1910.132)

Review & Revision:

This SOP should be reviewed annually and revised as necessary to ensure continued effectiveness and compliance.

