

Standard Operating Procedure (SOP)

Use and Maintenance of Personal Protective Equipment (PPE)

This SOP details the proper **use and maintenance of personal protective equipment (PPE)** to ensure the safety and health of employees. It covers the selection criteria for appropriate PPE, correct procedures for wearing and removing equipment, regular inspection and cleaning protocols, storage guidelines, and timely replacement to maintain effectiveness. The goal is to minimize exposure to hazards and prevent workplace injuries through consistent and correct PPE usage.

1. Purpose

To establish consistent procedures for the safe use, maintenance, and management of PPE in the workplace, thereby reducing risks associated with occupational hazards.

2. Scope

This SOP applies to all employees, contractors, and visitors who are required to use PPE as part of their work activities or when entering designated areas.

3. Responsibilities

- **Supervisors/Managers:** Ensure availability and proper use of PPE, train employees, and enforce compliance.
- **Employees:** Use PPE as instructed, report damages, and maintain PPE in good condition.
- **Safety Personnel:** Oversee the selection, inspection, and maintenance program for PPE.

4. Selection of PPE

1. Identify hazards through a risk assessment of activities and environments.
2. Select PPE appropriate to the type and level of hazard (e.g., gloves, eye protection, respiratory protection).
3. Ensure PPE meets regulatory and industry standards (e.g., ANSI, OSHA).
4. Check proper sizing and fit for each user.

5. Use of PPE

1. Inspect PPE before use for signs of damage or wear.
2. Don PPE following manufacturer and workplace instructions:
 - Ensure secure and proper placement.
 - Adjust straps, closures, or fittings for comfort and effectiveness.
3. During tasks, do not remove or alter PPE unless necessary and safe to do so.
4. Doff PPE carefully to avoid contamination; follow correct removal order according to training or posted procedures.

6. Maintenance and Cleaning

1. Clean reusable PPE after each use, following manufacturer's cleaning instructions.
2. Disinfect PPE as appropriate (e.g., after biological exposure).
3. Dry PPE thoroughly before storage to prevent mold or degradation.
4. Do not share personal-use PPE among employees.

7. Inspection and Replacement

1. Inspect PPE regularly and after every use for damage, deformation, wear, or loss of effectiveness.
2. Replace PPE immediately if defects are found or upon reaching manufacturer's recommended service life.
3. Document all inspections and replacements in PPE logs.

8. Storage

1. Store PPE in clean, dry areas away from direct sunlight, chemicals, pests, or extreme temperatures.
2. Use designated storage containers, racks, or cabinets to prevent contamination and deformation.
3. Ensure storage locations are clearly labeled and accessible only to authorized personnel if required.

9. Training

1. Provide training to all affected personnel on correct PPE selection, use, removal, inspection, and maintenance.
2. Conduct periodic refresher sessions and updates when new hazards or PPE types are introduced.

10. Documentation

1. Maintain records of PPE issuance, inspections, maintenance, and replacements.
2. Document all training events and participant attendance.

11. References

- OSHA 29 CFR 1910 Subpart I "Personal Protective Equipment
- ANSI/SEA Z87.1 "Eye and Face Protection Devices
- PPE Manufacturer Instructions and Safety Data Sheets

Failure to comply with this SOP may result in disciplinary action and increased risk of injury or illness.