

Standard Operating Procedure (SOP)

Personal Protective Equipment (PPE) Usage and Disposal

This SOP details the proper guidelines for **personal protective equipment (PPE) usage and disposal**, including the selection, correct wearing, maintenance, and timely replacement of PPE to ensure maximum protection. It also covers the safe and environmentally responsible disposal methods to prevent contamination and health risks. The objective is to protect employees from workplace hazards and maintain a safe and compliant working environment.

1. Scope

This SOP applies to all employees, contractors, and visitors who are required to wear PPE while performing tasks in workplace environments where hazards have been identified.

2. Responsibilities

- **Supervisors:** Ensure PPE availability, employee training, and enforcement of this SOP.
- **Employees:** Properly wear, maintain, and dispose of PPE as instructed.
- **Safety Officer:** Conduct regular inspections and ensure compliance with regulations.

3. PPE Selection

1. Conduct hazard assessments to determine required PPE.
2. Select PPE meeting regulatory and industry standards (e.g., ANSI, OSHA, EN).
3. Examples of PPE include gloves, safety goggles, face shields, respirators, protective clothing, and hearing protection.

Hazard Type	Recommended PPE
Chemical Exposure	Chemical-resistant gloves, safety goggles, lab coat, respirator
Physical Hazards	Hard hat, safety boots, cut-resistant gloves, high-visibility vest
Biological Hazards	Disposable gloves, face mask, gown, eye protection

4. PPE Usage Procedure

1. Inspect PPE before use for damage or defects.
2. Don PPE in accordance with manufacturer's instructions and training.
3. Adjust to ensure correct fit and comfort; replace if compromised.
4. Do not share PPE unless specifically designed for multiple users and sanitized between uses.
5. Follow task-specific requirements for additional or specialized PPE use.

5. Maintenance, Cleaning, and Storage

- Clean reusable PPE after each use as per manufacturer guidelines.
- Store PPE in designated clean and dry areas away from direct sunlight or contaminants.
- Regularly inspect and maintain PPE. Repair or replace if defects are noted.

6. Disposal Procedure

1. Remove and discard single-use PPE immediately after task completion or contamination.
2. Place disposable PPE in designated, labeled waste bins according to type (e.g., biohazard, chemical).
3. Follow local, state, and federal guidelines for hazardous waste disposal.
4. Never dispose of PPE with regular waste if contaminated with hazardous materials.
5. Decontaminate reusable PPE appropriately before reuse or disposal.
6. Use environmentally responsible methods and consult waste management services as needed.

7. Training

- All personnel must receive training on proper PPE selection, usage, maintenance, and disposal.
- Periodic refresher training is required and documented.

8. Documentation

- Maintain records of PPE issuance, inspections, maintenance, and disposal processes.
- Document all completed trainings and incident reports related to PPE.

Revision History

Date	Revision	Description	Author
	1.0	Initial Release	