

Standard Operating Procedure (SOP): Personal Protective Equipment (PPE) Usage and Safety Protocols

This SOP details the proper **personal protective equipment (PPE) usage and safety protocols** required to protect employees from workplace hazards. It covers the selection, proper use, maintenance, and disposal of PPE, including gloves, masks, helmets, eye protection, and protective clothing. The SOP emphasizes compliance with safety standards, regular training, inspection procedures, and responsibilities to ensure a safe working environment and minimize the risk of injury or exposure to harmful substances.

1. Purpose

To establish standard procedures for the selection, usage, maintenance, and disposal of personal protective equipment (PPE) to minimize employee exposure to workplace hazards.

2. Scope

This SOP applies to all employees and contractors who are required to use PPE during the performance of their job duties.

3. Responsibilities

- **Supervisors:** Ensure PPE protocols are followed and PPE is provided and maintained.
- **Employees:** Use PPE as instructed and report any defects or issues.
- **Safety Officer:** Conduct training, inspections, and ensure compliance with established standards.

4. PPE Selection

1. Identify hazards and conduct risk assessments.
2. Select appropriate PPE based on hazard type and severity.
3. Ensure PPE meets applicable safety standards (e.g., OSHA, ANSI, ISO).

| PPE Type | Application / Use |
|---------------------|---|
| Gloves | Chemical handling, sharp object protection, biohazard containment |
| Masks/Respirators | Protection from airborne contaminants/particulates |
| Helmets/Hard Hats | Head protection from impacts, falling objects |
| Eye Protection | Goggles, face shields for chemical, dust, and impact protection |
| Protective Clothing | Overalls, lab coats, coveralls for chemical/biohazard resistance |

5. PPE Usage Protocol

1. Wear PPE before entering hazardous areas or starting hazardous tasks.
2. Follow manufacturer's instructions for proper fitting and use.
3. Do not remove PPE while in hazardous areas.
4. Replace PPE that is damaged, soiled, or expired.

6. PPE Maintenance and Storage

- Inspect PPE before and after use for defects or contamination.
- Clean reusable PPE according to manufacturer instructions.
- Store PPE in clean, designated areas to avoid damage or contamination.

7. PPE Disposal

- Dispose of single-use PPE in designated bins immediately after use.
- Follow all relevant regulations for hazardous material disposal if contaminated.
- Document and track PPE disposal where required by safety protocols.

8. Training and Compliance

- Provide initial and refresher training on correct PPE use and safety protocols.
- Maintain records of employee training and competency.
- Conduct regular audits and inspections to ensure compliance.

9. Inspection and Monitoring

1. Supervisors/Safety Officers to perform routine inspections of PPE.
2. Address and correct deficiencies promptly.
3. Document inspection findings and corrective actions.

10. References

- Occupational Safety and Health Administration (OSHA) Standards
- ANSI/ISEA Z87.1 (Eye and Face Protection)
- Company-specific safety protocols and manuals

11. Revision History

| Version | Date | Description | Author |
|---------|------------|---------------------|----------------|
| 1.0 | 2024-06-15 | Initial SOP release | Safety Officer |