

Standard Operating Procedure (SOP)

Use of Personal Protective Equipment (PPE) Guidelines

This SOP provides comprehensive **guidelines for the use of personal protective equipment (PPE)**, detailing the selection, proper usage, maintenance, and disposal of PPE to ensure the safety and health of all employees. It covers appropriate PPE for various tasks, training requirements, inspection protocols, and compliance with regulatory standards to minimize exposure to hazards in the workplace.

1. Purpose

To ensure that all staff use PPE correctly to minimize risk of injury or illness resulting from workplace hazards.

2. Scope

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

3. Responsibilities

- **Supervisors:** Ensure availability, proper use, and enforcement of PPE guidelines.
- **Employees:** Wear PPE as required, maintain PPE in proper condition, report defects or problems.
- **Safety Officer:** Oversee PPE program, coordinate training, conduct inspections.

4. PPE Selection Guidelines

- Conduct hazard assessments to determine required PPE for each task.
- Select PPE that complies with regulatory and industrial standards (e.g., ANSI, OSHA, EN).
- Ensure proper fit and compatibility of PPE with other equipment.

Task/Hazard	Required PPE	Standard
Chemical Handling	Gloves, goggles, lab coat	OSHA 29 CFR 1910.132
Welding	Welding helmet, gloves, apron	ANSI Z87.1
Construction Site Entry	Hard hat, safety boots, vest	EN 397, EN ISO 20345

5. PPE Usage Procedures

1. Inspect PPE before and after use for defects or damage.
2. Don PPE before entering hazardous areas.
3. Wear PPE correctly and adjust for comfort and fit.
4. Do not alter or remove PPE while in hazardous zones.
5. Report any malfunctioning or damaged PPE immediately for replacement.

6. Maintenance and Storage

- Clean PPE after each use according to manufacturer guidelines.
- Store PPE in designated, clean, and dry areas to prevent contamination or damage.
- Perform regular inspections and maintenance checks.

7. Disposal

- Dispose of single-use or damaged PPE safely according to established procedures.
- Follow local and federal environmental regulations for disposal of contaminated PPE.

8. Training

- Provide initial and refresher training on PPE requirements for all employees.
- Ensure employees understand when, what, and how to use PPE, as well as the limitations of each type.

9. Compliance and Documentation

- Regularly audit PPE usage and conduct hazard reassessments.
- Maintain records of PPE issuance, inspections, and employee training.

- Ensure compliance with all relevant regulatory standards (OSHA, ANSI, etc.).

10. References

- OSHA 29 CFR 1910 Subpart I - Personal Protective Equipment
- ANSI/ISEA Z87.1-2020 - Eye and Face Protection
- Company PPE Policy Document