

# Standard Operating Procedure (SOP): Personal Protective Equipment (PPE) and Safety Compliance

This SOP details the requirements for **personal protective equipment (PPE) and safety compliance**, covering the selection, proper use, maintenance, and training related to PPE. It aims to ensure employees are equipped with and consistently use appropriate protective gear to minimize workplace hazards, promote health and safety standards, and maintain regulatory compliance throughout all operational activities.

## 1. Purpose

To establish procedures for the selection, use, maintenance, and training of personal protective equipment (PPE) to assure employee safety and regulatory compliance.

## 2. Scope

This SOP applies to all employees, contractors, and visitors engaged in activities where exposure to potential hazards may require the use of PPE at all company facilities and operational sites.

## 3. Responsibilities

- **Management:** Ensure adequate PPE is available, up-to-date, and suitable for identified hazards. Enforce compliance and facilitate PPE training.
- **Supervisors:** Verify PPE usage in the workplace and report deficiencies.
- **Employees/Contractors:** Properly use and maintain assigned PPE, report issues or hazards, and attend all required training sessions.
- **Safety Officer:** Conduct hazard assessments, recommend PPE, and monitor compliance.

## 4. PPE Selection and Hazard Assessment

- Conduct and document hazard assessments for all tasks to determine necessary PPE (see section 7 for assessment form).
- Select PPE based on the type and level of identified hazards (physical, chemical, biological, ergonomic, radiation, etc.).
- Ensure PPE meets appropriate standards (e.g., OSHA, ANSI, EN).

## 5. PPE Requirements

Hazard Type	Recommended PPE
Chemical Exposure	Chemical-resistant gloves, safety goggles, face shields, lab coats/aprons, respiratory protection
Physical Hazards	Hard hats, safety shoes, cut-resistant gloves, eye protection
Biological Hazards	Disposable gloves, masks or respirators, gowns, eye/face protection
Respiratory Hazards	Appropriate respirators (based on hazard assessment)
Noise	Ear plugs or ear muffs

## 6. PPE Usage and Maintenance

- Wear PPE correctly as trained and as required by signage or job procedures.
- Inspect PPE before use; do not use damaged or expired equipment.
- Clean, store, and maintain PPE according to manufacturer instructions and company policy.
- Report damaged, lost, or defective PPE to supervisors immediately.

## 7. Training

- All employees must receive training on PPE selection, use, limitations, and maintenance before starting tasks requiring PPE.
- Refresher training must be conducted annually or anytime new PPE is introduced.
- Attendance and training content must be documented.

## 8. Documentation and Records

- Keep records of hazard assessments, PPE issuance, training, and inspections for a minimum of 3 years.
- Retention of documentation must align with company recordkeeping policy and regulatory requirements.

## 9. Revision and Review

- This SOP must be reviewed annually or when there are significant changes in tasks, equipment, or regulations.
- All changes must be documented with revision history.

## 10. Appendix

- Sample Hazard Assessment Form
- PPE Selection Guide Chart
- Training Acknowledgement Form