

Standard Operating Procedure (SOP)

Personal Protective Equipment (PPE) Requirements and Usage

This SOP details the **personal protective equipment (PPE) requirements and usage** to ensure employee safety across various work environments. It covers the selection, proper wearing, maintenance, and replacement of PPE such as gloves, helmets, goggles, and respiratory protection. The objective is to minimize exposure to hazards that can cause injury or illness by enforcing consistent use of appropriate protective gear. Training and compliance monitoring are integral components to uphold workplace safety standards.

1. Purpose

To establish standardized procedures for the selection, use, maintenance, and replacement of personal protective equipment (PPE) to ensure health and safety protection for all employees.

2. Scope

This SOP applies to all employees, contractors, and visitors who may be exposed to workplace hazards requiring PPE in any company-controlled facility.

3. Definitions

- **PPE:** Equipment worn to minimize exposure to hazards that cause serious injuries and illnesses.
- **Hazard Assessment:** Process of evaluating the workplace for potential hazards that require PPE.

4. Responsibilities

- **Supervisors:** Ensure hazard assessments are completed, enforce PPE use, and schedule training.
- **Employees:** Wear required PPE, maintain PPE, and report defects or concerns.
- **Safety Officer:** Monitor compliance, review SOP, and coordinate procurement of PPE.

5. PPE Selection

1. Conduct a hazard assessment for each work area/task.
2. Select PPE that is certified and suitable for identified hazards.
3. Refer to the following sample table for PPE types and applications:

Hazard	PPE Required	Example Use
Chemical exposure	Chemical-resistant gloves, goggles, lab coat	Handling solvents, acids
Head injury	Safety helmet	Construction sites
Eye injury	Safety goggles or face shields	Grinding, chipping, welding
Respiratory hazard	Respirator or mask	Dusty environments, spray painting
Noise	Earplugs or earmuffs	Machinery operation
Foot injury	Steel-toed boots	Material handling, construction

6. PPE Usage and Maintenance

1. Wear PPE as specified by hazard assessment.
2. Follow correct donning and doffing procedures.
3. Inspect PPE prior to each use for defects or contamination.
4. Clean, store, and maintain PPE per manufacturer instructions.
5. Report damaged or defective PPE for prompt replacement.

7. Training

- All affected personnel must receive initial and periodic refresher training on PPE selection, use, limitations, and care.
- Training must be documented and include demonstrations of correct PPE use.

8. Compliance and Monitoring

- Supervisors conduct regular inspections for PPE compliance.
- Non-compliance is addressed through corrective actions and retraining as necessary.
- Accident/incident reports involving PPE failures are investigated and corrective measures implemented.

9. Review and Approval

This SOP is reviewed annually and revised as necessary to reflect changes in regulations, equipment, or workplace practices.

10. References

- OSHA 29 CFR 1910 Subpart I - Personal Protective Equipment
- Manufacturer PPE Instructions
- Company Health & Safety Policy