

Standard Operating Procedure (SOP)

Personal Protective Equipment (PPE) Usage and Maintenance

This SOP details the proper usage and maintenance of **personal protective equipment (PPE)** to ensure employee safety and compliance with health regulations. It includes guidelines on selecting appropriate PPE for various tasks, correct procedures for wearing and removing equipment, routine inspection and cleaning protocols, storage requirements, and criteria for replacing worn or damaged items. The goal is to minimize exposure to workplace hazards and maintain effective protection through consistent PPE management.

1. Purpose

To establish standardized procedures for selecting, using, inspecting, cleaning, storing, and replacing PPE to reduce risk of injury and ensure regulatory compliance.

2. Scope

This SOP applies to all personnel required to use PPE as part of their job duties within the organization.

3. Responsibilities

- **Supervisors / Managers:** Ensure employees receive appropriate PPE, training, and enforce compliance with this SOP.
- **Employees:** Properly use, maintain, and report defective PPE as outlined in this SOP.
- **Safety Officer:** Oversee PPE program, conduct inspections, and ensure SOP is up-to-date with regulations.

4. PPE Selection

1. Conduct a hazard assessment for each task to identify required PPE.
2. Refer to the table below for guidance on selecting appropriate PPE:

Task	Hazard	Recommended PPE
Chemical Handling	Chemical exposure	Chem-resistant gloves, goggles, apron, face shield
Welding	Burns, eye injury	Welding mask, heat-resistant gloves, leather apron
Construction	Head/foot injury	Hard hat, safety boots, hi-vis vest

3. Ensure PPE meets relevant standards (e.g., ANSI, OSHA).

5. Procedure for Donning and Doffing PPE

1. Inspect PPE for integrity before use.
2. Follow manufacturer's instructions for correct donning (putting on) and doffing (removing) sequence:
 - Wash hands before and after handling PPE.
 - Put on PPE before entering hazardous area.
 - Remove PPE in designated doffing area to avoid contamination spread.
3. Dispose of single-use PPE in designated waste containers.

6. Inspection and Maintenance

1. Inspect all PPE before and after each use for damage, wear, or contamination.
2. Clean reusable PPE daily following manufacturer's guidelines.
3. Report defects or malfunctions to supervisor immediately; do not use defective PPE.

7. Storage

- Store PPE in clean, dry, and designated areas away from direct sunlight, chemicals, or contaminants.
- Keep items organized and accessible.
- Ensure storage does not deform or compromise PPE effectiveness.

8. Replacement of PPE

- Replace PPE immediately if visibly damaged, excessively worn, or upon manufacturer's expiry date.
- Document replacements and reasons in PPE logs.

9. Training

- All employees must receive initial and refresher training on proper PPE use and maintenance.
- Training should cover hazard identification, correct PPE selection, donning/doffing procedures, and reporting protocols.

10. Records and Documentation

- Maintain records of PPE issuance, training, inspection, and replacement cycles.
- Safety Officer reviews records regularly for compliance.

11. References

- OSHA Standard 29 CFR 1910 Subpart I "Personal Protective Equipment"
- Manufacturer's PPE user manuals
- Organization's Health and Safety Policy