

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

This SOP details the **Personal Protective Equipment (PPE) usage and requirements**, including selection criteria for appropriate PPE, proper donning and doffing techniques, maintenance and storage guidelines, employee training protocols, compliance with regulatory standards, and procedures for reporting damaged or defective equipment. The goal is to protect employees from workplace hazards by ensuring consistent and effective use of PPE across all work environments.

1. Purpose

To establish protocols for proper selection, usage, maintenance, and management of PPE to safeguard employees from workplace hazards.

2. Scope

This SOP applies to all employees, contractors, and visitors required to use PPE within company facilities and designated work zones.

3. Responsibilities

- **Supervisors:** Ensure compliance, provide PPE, and arrange training.
- **Employees:** Properly use and maintain PPE, report issues.
- **Safety Officer:** Select appropriate PPE and audit compliance.

4. PPE Selection Criteria

1. Conduct hazard assessments to identify risks requiring PPE.
2. Choose PPE based on the type and level of hazard (chemical, biological, physical, etc.).
3. Ensure PPE meets applicable national and industry standards (e.g., OSHA, ANSI, EN).
4. Consider fit, comfort, compatibility with other PPE, and user requirements.

Hazard Type	PPE Required	Standard Reference
Chemical Splash	Chemical-resistant gloves, goggles, aprons	OSHA 29 CFR 1910.133/134
Respiratory	Respirators (N95, half-face/full-face)	OSHA 29 CFR 1910.134
Physical Impact	Hard hats, steel-toed boots, face shields	ANSI Z89.1 / OSHA 29 CFR 1910.135
Biological	Gloves, masks, protective suits	CDC/WHO Guidelines

5. Donning and Doffing Procedures

1. **Donning:**
 - Inspect PPE for damage before use.
 - Wash or sanitize hands as required.
 - Put on PPE according to manufacturer instructions and training.
 - Check fit and comfort, adjust as needed.
2. **Doffing:**
 - Remove PPE carefully to avoid contamination.
 - Follow removal sequence as trained (e.g., gloves, goggles, gown, mask).
 - Dispose of or store PPE as per guidelines.
 - Wash or sanitize hands after removal.

6. Maintenance and Storage

- Clean and disinfect reusable PPE after each use according to manufacturer recommendations.
- Store PPE in clean, dry locations away from contaminants and direct sunlight.
- Inspect PPE regularly for defects, expiration, or wear.

- Dispose of single-use PPE appropriately after use.

7. Training Protocols

- Provide initial and periodic refresher training to all personnel on PPE use.
- Training topics include: hazard recognition, PPE selection, donning/doffing, maintenance, and limitations.
- Maintain training records for all employees.
- Verify competency through observation and assessment.

8. Regulatory Compliance

- PPE supplied must comply with applicable OSHA, ANSI, and other relevant standards.
- Conduct audits to ensure ongoing compliance and correct deficiencies.

9. Reporting Damaged or Defective Equipment

1. Immediately report damaged, malfunctioning, or ill-fitting PPE to the supervisor.
2. Remove defective equipment from service and label as "Do Not Use".
3. Arrange for repair or replacement before re-use.
4. Document all PPE issues and corrective actions taken.

10. References

- OSHA 29 CFR 1910 Subpart I - Personal Protective Equipment
- ANSI/ISEA Z87.1 "Eye and Face Protection"
- ANSI/ISEA Z89.1 "Industrial Head Protection"
- Company Safety Manual