

# Standard Operating Procedure (SOP)

## Personal Hygiene and Protective Equipment Requirements

This SOP details **personal hygiene and protective equipment requirements** necessary to maintain health and safety standards in the workplace. It covers proper handwashing techniques, use and maintenance of personal protective equipment (PPE), guidelines for appropriate attire, and protocols to prevent contamination and exposure to hazardous materials. The objective is to promote a safe working environment by minimizing the risk of infection, injury, and occupational hazards through consistent hygiene practices and correct use of PPE.

### 1. Scope

This SOP applies to all personnel, contractors, and visitors in areas where workplace health and safety standards must be maintained.

### 2. Responsibilities

- **Employees:** Follow all hygiene and PPE protocols as described.
- **Supervisors:** Enforce SOP, provide necessary PPE, and arrange for training.
- **HSE Manager:** Audit compliance and update SOP as needed.

### 3. Personal Hygiene Requirements

- Wash hands thoroughly with soap and water for at least 20 seconds:
  - Before starting work
  - After using the restroom
  - Before eating or drinking
  - After handling hazardous materials or waste
- Use hand sanitizer (minimum 60% alcohol) if soap and water are unavailable.
- Keep fingernails clean and trimmed; avoid artificial nails and nail polish in production areas.
- Do not wear jewelry (rings, watches, bracelets) in designated work zones.
- Cover cuts or abrasions with appropriate waterproof dressings.
- Report any symptoms of illness to your supervisor and follow company illness protocols.

### 4. Protective Equipment Requirements

PPE Item	Requirement	Use/Maintenance
Gloves	Required when handling hazardous substances, cleaning, or food materials	Single-use. Dispose after use; do not reuse disposable gloves.
Face Masks/Respirators	Required in areas with airborne hazards or risk of contamination	Ensure proper fit; replace if soiled or damaged. Follow manufacturer's instructions for reusable masks.
Eye Protection	Wear when risk of splashes, flying particles, or hazardous chemicals	Clean before and after use; inspect regularly for cracks or scratches.
Protective Clothing (Gowns, Lab Coats, Coveralls)	Required in production, lab, or hazardous material zones	Change when visibly soiled or after each shift; launder according to SOP.
Footwear	Closed-toe, slip-resistant shoes required at all times	Clean daily; inspect for damage regularly.

### 5. Attire Guidelines

- Wear company-issued uniforms or clothing appropriate to the work environment.
- Tie back long hair or cover with a hairnet in production or laboratory settings.
- Outerwear (e.g., coats, jackets) not permitted in production/lab zones unless part of sanctioned PPE.
- Discard or launder contaminated clothing per company procedure before reuse.

## 6. Preventing Contamination and Exposure

- Avoid touching eyes, nose, mouth, or face with unwashed hands.
- Follow signage and barrier instructions to restrict access to high-hazard areas.
- Segregate clean and contaminated items (equipment and PPE) at all times.
- Store PPE in designated, sanitary locations when not in use.
- Immediately report spills, exposures, or breaches in hygiene protocol to a supervisor.

## 7. Training and Compliance

- All personnel must complete annual training on hygiene and PPE protocols.
- Supervisors will monitor and enforce adherence to these procedures.
- Non-compliance may result in disciplinary action in accordance with company policies.

## 8. Revision History

Version	Date	Description
1.0	2024-06-10	Initial release