

# SOP: Proper Use of Personal Protective Equipment (PPE)

This SOP provides guidelines for the **proper use of personal protective equipment (PPE)**, detailing the selection, correct wearing, maintenance, and disposal of PPE to ensure the safety and health of employees in the workplace. It covers types of PPE, usage protocols, inspection routines, and training requirements to minimize exposure to hazards and prevent workplace injuries and illnesses.

## 1. Purpose

To establish standardized procedures for the identification, selection, use, care, and disposal of PPE in order to ensure maximum protection against workplace hazards.

## 2. Scope

This SOP applies to all employees, contractors, and visitors who may be exposed to hazards requiring the use of PPE at [Organization/Facility Name].

## 3. Responsibilities

- **Supervisors/Managers:** Ensure proper PPE is provided, used, and maintained. Enforce compliance.
- **Employees:** Follow PPE procedures; inspect and maintain PPE; report issues or damage.
- **Safety Officer:** Conduct PPE assessments, oversee training, and implement this SOP.

## 4. Types of PPE

PPE Type	Examples	Protection Against
Eye and Face Protection	Safety glasses, goggles, face shields	Chemical splashes, flying debris
Head Protection	Hard hats	Falling objects, impact
Hearing Protection	Earplugs, earmuffs	Loud noises, machinery
Respiratory Protection	Respirators, masks	Dust, fumes, vapors
Hand Protection	Gloves	Chemicals, cuts, heat
Body Protection	Lab coats, coveralls, vests	Chemicals, biological agents
Foot Protection	Safety shoes, boots	Impact, punctures, chemicals

## 5. PPE Selection

- Conduct a hazard assessment to determine necessary PPE.
- Select PPE that meets regulatory standards (e.g., OSHA, ANSI).
- Ensure proper fit and comfort for the wearer.

## 6. Procedures for Use

1. Inspect PPE prior to each use for damage or contamination.
2. Don appropriate PPE before entering hazardous areas.
3. Wear PPE as trained, ensuring a proper and secure fit.
4. Do not remove PPE while exposed to hazards.
5. Replace defective or damaged PPE immediately.

## 7. PPE Maintenance and Storage

- Clean PPE according to manufacturer's instructions.
- Store PPE in a clean, dry place away from direct sunlight and contaminants.
- Inspect PPE regularly for wear and tear.
- Report and remove defective PPE from service.

## 8. Disposal of PPE

- Dispose of single-use PPE after use in designated containers.
- Follow regulatory guidelines for hazardous or contaminated PPE disposal.

## 9. Training Requirements

- All employees must receive training on PPE selection, proper use, fitting, care, and disposal.
- Refresher training to be provided annually or as needed.
- Training records to be maintained by the Safety Officer.

## 10. Documentation

- Keep records of PPE hazard assessments, selection, maintenance, and training.
- Documentation must be available for inspection by regulatory agencies.

## 11. References

- Occupational Safety and Health Administration (OSHA) Standards, 29 CFR 1910 Subpart I
- ANSI/ISEA Standards
- Manufacturer's PPE guidelines

## 12. Revision History

Version	Date	Description	Approved By
1.0	[Date]	Initial release	[Name/Title]