

Standard Operating Procedure (SOP)

Personal Protective Equipment (PPE) Requirements and Usage

This SOP details the **Personal Protective Equipment (PPE) requirements and usage** essential for ensuring the safety and health of employees in various work environments. It covers the selection, proper use, maintenance, and inspection of PPE, including gloves, helmets, eye protection, respiratory devices, and protective clothing. The aim is to minimize exposure to workplace hazards, prevent injuries, and comply with regulatory safety standards by promoting correct PPE practices among all personnel.

1. Purpose

To define the requirements for the selection, use, maintenance, and inspection of PPE to protect employees from workplace hazards and to ensure regulatory compliance.

2. Scope

This SOP applies to all personnel, contractors, and visitors who may be exposed to hazards requiring the use of PPE in any facility or site operated by the organization.

3. Responsibilities

- **Management:** Ensure adequate provision and availability of appropriate PPE; enforce compliance and training.
- **Supervisors:** Identify hazards, select suitable PPE, monitor usage, and report deficiencies.
- **Employees:** Properly use, maintain, and store PPE; promptly report issues or damage.
- **Safety Officer:** Conduct regular PPE inspections, maintain records, and provide PPE usage training.

4. PPE Selection Guidelines

PPE should be selected based on hazard assessments and regulatory requirements. Consider the type of hazard present (chemical, biological, physical, mechanical, etc.) and the degree of exposure risk.

Hazard Type	Recommended PPE
Chemical Exposure	Chemical-resistant gloves, goggles, face shield, apron
Physical Impact	Hard hats, steel-toe boots, safety glasses, hearing protection
Biological Agents	Nitrile gloves, lab coats, respiratory protection, goggles
Respiratory Hazards	Dust masks, respirators (as required), full-face shields
Electrical	Insulated gloves, dielectric footwear, face shield

5. PPE Usage Procedures

1. Check the required PPE for the task based on risk assessment.
2. Ensure PPE is in good condition; inspect for defects before use.
3. Wear PPE according to manufacturer instructions and safety protocols.
4. Do not alter or deface PPE.
5. Report and replace any damaged or malfunctioning PPE immediately.

6. PPE Maintenance and Storage

- Clean all reusable PPE after each use following the manufacturer's guidelines.
- Store PPE in designated, clean, and dry areas.
- Do not share PPE unless it has been properly sanitized.
- Dispose of single-use PPE in appropriate receptacles.

7. Inspection and Replacement

- Perform routine inspection of PPE before and after use.
- Check for wear, cracks, tears, and expiry dates.
- Tag and withdraw defective PPE from service immediately.

- Maintain records of PPE inspections and replacements.

8. Training

- All personnel must receive initial and refresher training on PPE selection, use, maintenance, and disposal.
- Training records shall be maintained by the Safety Officer.

9. Compliance

Failure to adhere to this SOP may result in disciplinary action and increased risk of workplace injury or exposure. Compliance is mandatory to ensure the safety of all personnel and visitors.

10. References

- OSHA 29 CFR 1910 Subpart I “Personal Protective Equipment
- ANSI/ISEA Z87.1 “Eye and Face Protection Devices
- Company Health and Safety Policy