

# SOP: Personal Protective Equipment (PPE) Usage and Hygiene Requirements

This SOP defines the standards for **personal protective equipment (PPE) usage and hygiene requirements**, ensuring proper selection, correct usage, maintenance, and disposal of PPE to protect employees from workplace hazards. It covers protocols for PPE inspection, cleaning, storage, and hygiene practices to prevent contamination and enhance worker safety and health across all work environments.

## 1. Purpose

To establish safe practices for using, maintaining, and disposing of PPE, and to outline hygiene requirements for all personnel where PPE is required.

## 2. Scope

This SOP applies to all personnel and contractors working in environments requiring PPE due to exposure to chemical, biological, physical, or ergonomic hazards.

## 3. Responsibilities

- **Supervisors/Managers:** Ensure compliance with PPE requirements, provide appropriate PPE and training, and conduct regular inspections.
- **Employees:** Properly use, maintain, and report defects in PPE. Adhere strictly to hygiene protocols.
- **Safety Officer:** Monitor PPE compliance, review hazard assessments, and update this SOP as needed.

## 4. PPE Selection

- PPE must be selected based on a hazard assessment of each work activity/area.
- Only PPE conforming to relevant standards (e.g., ANSI, OSHA, EN) may be used.
- Examples of PPE: gloves, goggles, face shields, hard hats, respirators, hearing protection, protective footwear, coveralls.

## 5. PPE Usage

1. Inspect PPE before each use for defects, damage, or contamination.
2. Don PPE prior to entering hazardous areas, following correct donning procedures.
3. Never use damaged or expired PPE.
4. Do not remove PPE until leaving the hazard zone, except in emergencies.
5. Replace single-use PPE after each use. Reusable PPE must be cleaned before reuse.

## 6. PPE Inspection, Cleaning, and Storage

1. Inspect PPE before and after use for signs of wear, damage, or contamination.
2. Clean reusable PPE after each use according to manufacturer/safety guidelines.
3. Store PPE in clean, dry, designated locations to prevent damage and contamination.
4. Do not share PPE between individuals unless it is thoroughly sanitized.

## 7. Disposal of PPE

- Dispose of single-use or contaminated PPE in designated hazardous waste containers.
- Follow all relevant regulations for the disposal of PPE contaminated with hazardous substances.
- Document and report disposal of PPE as per waste management policy.

## 8. Hygiene Requirements

1. Wash hands thoroughly before and after wearing PPE.
2. Avoid touching face or exposed skin when using PPE.
3. Follow site-specific decontamination protocols after PPE removal.

4. Report any suspected exposure, accidents, or PPE failures immediately.

## 9. Training

- All personnel must receive initial and periodic training on PPE selection, use, maintenance, and hygiene practices.
- Training records must be maintained and kept up to date by the Safety Officer.

## 10. Records

- Keep logs of PPE issuance, inspection, maintenance, and disposal.
- Document training attendance and any incident reports involving PPE.

## 11. References

- OSHA 29 CFR 1910 Subpart I “Personal Protective Equipment
- Manufacturer PPE guidelines
- Company Safety Manual