

Standard Operating Procedure (SOP)

Personal Protective Equipment (PPE) Usage Policy

This SOP establishes the **personal protective equipment (PPE) usage policy**, detailing the types of PPE required for various tasks, proper selection, correct usage, maintenance, and disposal procedures. It aims to protect employees from workplace hazards by ensuring consistent compliance with safety standards and regulations, thereby minimizing the risk of injury and promoting a safe working environment.

1. Purpose

To specify guidelines for the selection, usage, maintenance, and disposal of PPE to reduce the risk of workplace injuries and ensure a safe and healthy working environment.

2. Scope

This policy applies to all employees, contractors, and visitors who may be exposed to workplace hazards requiring the use of PPE.

3. Responsibilities

- Supervisors/Managers:** Ensure implementation of the PPE policy, conduct hazard assessments, provide PPE, and ensure employee training.
- Employees:** Properly wear and maintain PPE, report any damages, and comply with all procedures.
- Safety Officer:** Conduct audits, oversee compliance, and update policies as necessary.

4. PPE Selection

Task	Potential Hazard	Required PPE
Chemical Handling	Chemical splash or contact	Chemical-resistant gloves, goggles, lab coat, face shield
Welding	Sparks, UV light, burns	Welding helmet, flame-retardant clothing, gloves, safety boots
Construction/Demolition	Falling objects, dust	Hard hat, safety glasses, high-visibility vest, dust mask, safety boots
Electrical Work	Electrical shock	Insulated gloves, dielectric footwear, eye protection

5. Proper Usage Procedures

- Select PPE appropriate for the identified hazards.
- Inspect PPE for damage before each use.
- Wear PPE consistently while exposed to hazards.
- Follow manufacturer instructions for fitting and wearing PPE.
- Do not alter or remove any parts of the PPE.

6. Maintenance and Storage

- Clean PPE after each use as per manufacturer recommendations.
- Store PPE in a clean, dry, designated area.
- Immediately report and replace any damaged or defective PPE.

7. Disposal Procedures

- Dispose of single-use PPE in designated waste containers immediately after use.
- For reusable PPE, follow decontamination procedures before disposal, if required.
- Dispose according to local regulations and environmental guidelines.

8. Training

- All personnel must be trained in PPE selection, proper usage, and care.
- Periodic refresher training will be conducted annually or as needed.

9. Policy Review

This policy shall be reviewed annually and updated as necessary to ensure ongoing compliance with applicable laws and safety standards.

Document Control

Effective Date: _____

Review Date: _____

Approved by: _____