

SOP: Worker Safety Practices and PPE Requirements

This SOP defines **worker safety practices and PPE requirements**, emphasizing the importance of personal protective equipment, proper usage protocols, hazard identification, risk assessment, and maintaining a safe work environment. It aims to minimize workplace injuries and health risks by ensuring all employees are equipped with appropriate PPE and trained in its correct use and maintenance.

1. Purpose

To outline the procedures and responsibilities necessary to maintain high standards of worker safety through hazard identification, risk mitigation, and consistent use of PPE.

2. Scope

This SOP applies to all employees, contractors, and visitors working within the facility or worksite.

3. Responsibilities

- **Supervisors/Managers:** Ensure proper PPE is available and compliance is maintained.
- **Employees/Workers:** Use required PPE and report hazards or defective equipment.
- **Safety Officer:** Conduct training, inspections, and maintain records of compliance and incidents.

4. Hazard Identification & Risk Assessment

- Conduct regular workplace assessments to identify potential hazards (physical, chemical, biological, ergonomic).
- Assign appropriate risk ratings and determine required PPE based on tasks and risks present.
- Review and update hazard assessments periodically or when changes occur.

5. PPE Requirements

Hazard	Recommended PPE	Use Instructions
Impact/Mechanical	Safety helmets, safety shoes	Inspect for damage before each use. Wear at all times in designated areas.
Chemical Exposure	Chemical-resistant gloves, goggles, aprons	Check compatibility with chemicals. Remove promptly after use and wash hands.
Respiratory Hazards	Face masks, respirators	Ensure proper fit. Store in clean, dry locations. Replace filters regularly.
Noise	Earplugs, earmuffs	Use in areas above 85 dB. Inspect regularly for wear & tear.
Eye/Face Hazards	Safety glasses, face shields	Clean after use. Use side shields as required.
High-Visibility Zones	High-visibility vests/clothing	Ensure reflectivity is intact. Replace when faded.

6. PPE Usage and Maintenance Procedures

- All PPE must be worn and maintained as per manufacturer's instructions.
- Perform visual inspections before use; remove from service if damaged or defective.
- Clean and store PPE in designated areas after use.
- Do not share PPE unless sanitized between users.

7. Training

- Provide mandatory PPE and safety training for all new employees and periodically for all workers.

- Include demonstration of proper wear, adjustment, removal, and storage of PPE.
- Maintain training records.

8. Incident Reporting

- Report all safety incidents, near-misses, and PPE failures to supervisors immediately.
- Participate in post-incident reviews and corrective actions as required.

9. Continuous Improvement

- Review and update this SOP annually or when operational changes warrant.
- Solicit feedback from staff on PPE effectiveness and comfort.

10. References

- OSHA 29 CFR 1910 Subpart I “Personal Protective Equipment
- Company Health and Safety Policy
- PPE manufacturer user guidelines