

# SOP Template: Checklist for Safety Gear and Operator Readiness

This SOP provides a comprehensive **checklist for safety gear and operator readiness**, ensuring all necessary personal protective equipment (PPE) is properly worn and functional before commencing work. It includes verification of helmets, gloves, eye protection, hearing protection, and appropriate footwear, as well as confirmation of operator understanding of equipment operation and safety protocols. This checklist helps prevent accidents and enhances workplace safety by promoting consistent use of safety gear and verifying operator preparedness.

## 1. PPE Safety Gear Checklist

Item	Check (✓ / ✗)	Comments/Notes
Helmet (Hard Hat)		
Gloves (Correct Type for Task)		
Eye Protection (Safety Glasses/Goggles)		
Hearing Protection (Earplugs/Earmuffs)		
Appropriate Footwear (Steel-Toed Boots, etc.)		
High Visibility Vest/Clothing		
Respiratory Protection (if Required)		
Other (Specify): _____		

## 2. Operator Readiness Checklist

- Confirmed understanding of operating procedures for assigned equipment.
- Confirmed completion of required safety training.
- Physically and mentally fit for duty (rested, alert, not impaired).
- Familiar with location of emergency shut-offs and exits.
- Aware of relevant safety data sheets (SDS) for materials handled.
- Review of potential hazards and mitigation measures for current tasks.
- Clear communication and radio/check-in procedures established.
- Checked and confirmed all safety devices/guards are in place on equipment.

## 3. Pre-Work Confirmation

Complete and sign the section below before commencing work:

Name	Position	Signature	Date

**Note:** This checklist is to be reviewed and updated regularly to ensure continued effectiveness and compliance with company and regulatory safety requirements. Always report any unsafe conditions or damaged PPE immediately.