

SOP Template: Required Personal Protective Equipment (PPE) for Cleaning Tasks

This SOP details the **required personal protective equipment (PPE)** for various cleaning tasks, emphasizing the importance of selecting appropriate gloves, masks, eye protection, and protective clothing to prevent exposure to hazardous substances. It ensures workers are adequately protected from chemical splashes, airborne particles, and other potential hazards, promoting a safe and healthy working environment during all cleaning operations.

1. Scope

This SOP applies to all personnel involved in cleaning and disinfection tasks.

2. Required PPE by Cleaning Task

Cleaning Task	Recommended Gloves	Eye Protection	Mask/Respirator	Protective Clothing	Other PPE
General Surface Cleaning (Non-hazardous)	Nitrile or Latex Gloves	Not Required	Not Required	Uniform/Apron	Closed-toe Shoes
Disinfecting with Chemical Agents	Chemical-resistant Gloves	Safety Goggles/Face Shield	Surgical Mask (if fumes present)	Chemical-resistant Apron/Coverall	Closed-toe Shoes
Cleaning Restrooms/Sanitary Fixtures	Heavy-duty Rubber Gloves	Safety Goggles	Surgical Mask	Apron/Coverall	Closed-toe Shoes
Cleaning Spills (Biological/Body Fluids)	Disposable Nitrile Gloves (Double Gloving)	Face Shield or Goggles	Respirator (N95 or above)	Disposable Gown/Coverall	Boot Covers, Head Cover
Heavy Dusting/High-Particle Work	Nitrile Gloves	Safety Goggles	Dust Mask (e.g., N95)	Coverall	Closed-toe Shoes

3. PPE Selection and Usage Guidelines

- Inspect PPE for damage before use; replace if damaged or compromised.
- Don and doff PPE in a manner that avoids contamination.
- Dispose of single-use/disposable PPE appropriately after use.
- Clean and store reusable PPE as per manufacturer's instructions.
- Wash hands thoroughly after removing PPE.

4. Training

All cleaning staff must be trained on PPE selection, proper use, limitations, and disposal procedures.

5. Review

This SOP must be reviewed annually and updated as required by regulatory standards and workplace risk assessments.