

SOP: Safety Precautions and Personal Protective Equipment (PPE)

This SOP details essential **safety precautions and personal protective equipment (PPE)** protocols designed to protect employees from workplace hazards. It includes guidelines for selecting appropriate PPE, proper usage and maintenance, hazard assessment procedures, employee training requirements, and compliance with regulatory standards. The objective is to minimize risk of injury and ensure a safe working environment through effective PPE management and hazard control measures.

1. Purpose

To establish standardized procedures for the selection, use, maintenance, and training of Personal Protective Equipment (PPE), ensuring employee safety and compliance with workplace regulatory requirements.

2. Scope

This SOP applies to all employees, contractors, and visitors engaged in activities that may expose them to potential workplace hazards requiring PPE.

3. Responsibilities

- **Supervisors/Managers:** Ensure employees are trained, PPE is available, and procedures are followed.
- **Employees:** Use PPE as instructed, report damaged equipment, and participate in training sessions.
- **Safety Officer:** Conduct hazard assessments, review SOP regularly, and update as needed.

4. Hazard Assessment Procedures

1. Identify tasks with potential hazards (chemical, biological, physical, mechanical, etc.).
2. Evaluate risk levels and determine required PPE.
3. Document hazard assessments and review annually or after significant process changes.

5. Selection of PPE

PPE must meet regulatory standards and be suitable for the identified hazards. Selection criteria should take into account:

- Type and level of hazard
- Duration and frequency of exposure
- Fit, comfort, and compatibility with other PPE
- Manufacturer's specifications and certifications

Hazard Type	Required PPE
Chemical Splash	Chemical-resistant gloves, safety goggles, lab coat/apron, face shield
Eye/Face Injury	Safety glasses, face shield
Respiratory Hazard	Respirator (N95, half/full face as appropriate)
Noise	Earplugs or earmuffs
Foot Injury	Steel-toe boots, anti-slip footwear
Head Injury	Hard hat
Hand Injury	Cut-resistant or insulated gloves

6. PPE Usage and Maintenance

1. Inspect PPE before each use for damage, wear, or contamination.

2. Don and doff PPE according to manufacturer and safety office instructions.
3. Clean, store, and maintain PPE as per guidelines after use.
4. Replace damaged or expired PPE immediately.

7. Employee Training

- Initial and annual training sessions on PPE selection, use, maintenance, and limitations.
- Hands-on demonstrations for donning/doffing and care of PPE.
- Retention of training records for regulatory compliance.

8. Regulatory Compliance

Ensure that all PPE practices comply with relevant regulations, such as OSHA 29 CFR 1910 Subpart I, local occupational safety standards, and company policies.

9. Documentation & Review

- Maintain records of hazard assessments, PPE issuance, inspections, and employee training.
- Review and update SOP at least annually or as required.

10. References

- OSHA 29 CFR 1910 Subpart I: Personal Protective Equipment
- Manufacturer PPE User Manuals
- Company Safety Policy Manual