STANDARD OPERATING PROCEDURE

PPE Selection and Use SOP

Document no.	SOP-SAF-003
Revision	1.0
Owner	Safety Officer
Effective date	September 15, 2026
Review cycle	Every 12 months

1. Purpose

To make sure employees are issued the correct personal protective equipment for their task, trained to use it properly, and it is inspected and replaced when damaged.

2. Scope

Applies to all employees, contractors and visitors who need personal protective equipment for a task, hazard or area within the workplace.

Definitions

PPE	Personal protective equipment: gear worn to reduce exposure to a hazard, such as gloves, eye protection, hearing protection or respiratory protection.
Hazard assessment	A review of a task or area to identify hazards that PPE, alongside other controls, needs to address.

3. Responsibilities

Employee	Wears assigned PPE correctly for the full duration of exposure, inspects it before use and reports damage.
Supervisor	Confirms the hazard assessment for their area is current and enforces correct PPE use on the job.
Safety Officer	Conducts hazard assessments, specifies required PPE, and reviews the PPE program periodically.
Stores Coordinator	Stocks approved PPE in the sizes needed and maintains the PPE issue log.

RACI matrix

Activity	Employee	Supervisor	Safety Officer	Stores Coordinator
Conduct the hazard assessment	C	C	R/A	-
Select and stock approved PPE	I	C	A	R
Train employees on PPE use	I	R	A	-
Inspect PPE before each use	R/A	I	I	-
Replace damaged or expired PPE	R	A	I	R

R = Responsible, A = Accountable, C = Consulted, I = Informed

4. Materials and PPE

Materials, tools and systems

- Hazard assessment forms by task or area
- PPE issue log or register
- Approved PPE catalog matched to identified hazards
- PPE sizing chart
- PPE inspection checklist

Personal protective equipment

- Eye and face protection
- Hearing protection
- Hand protection (gloves)
- Respiratory protection
- Foot protection
- High-visibility clothing

5. Procedure

Step	Task	Owner	Done
5.1	**Conduct the hazard assessment** Assess the task or work area for hazards to the eyes, head, hands, feet, hearing and respiratory system, documenting findings on the hazard assessment form.	Safety Officer	☐
5.2	**Determine required PPE** Based on the hazard assessment, list the specific PPE required for the task, such as cut-resistant gloves, safety glasses or hearing protection.	Safety Officer	☐
5.3	**Select PPE meeting recognized standards** Choose PPE that meets a recognized safety standard for the hazard identified, avoiding general-purpose items that are not rated for the specific risk.	Stores Coordinator	☐
5.4	**Fit PPE to the individual** Issue PPE sized correctly for each employee, since ill-fitting equipment such as a loose respirator or oversized gloves can fail to protect properly. **Checkpoint:** Each employee's PPE is confirmed to fit correctly before they are sent to the task.	Stores Coordinator	☐
5.5	**Train on proper use and limitations** Train the employee on how to put on, adjust, wear and remove the PPE correctly, and explain what the equipment does not protect against.	Supervisor	☐
5.6	**Inspect PPE before each use** Check PPE for cracks, tears, missing parts or expired filters before putting it on, and do not use any item that fails inspection. **Checkpoint:** Damaged or expired PPE is identified before the task starts, not discovered mid-task.	Employee	☐
5.7	**Don PPE before starting the task** Put on all required PPE correctly before entering the hazardous area or starting the task, following the training provided.	Employee	☐

Step	Task	Owner	Done
5.8	**Wear PPE for the entire exposure** Keep PPE on for the full time exposed to the hazard, not just part of the task, and do not remove it to work faster or more comfortably. **Warning:** Removing PPE early, even briefly, can expose you to the hazard it was issued to control.	Employee	☐
5.9	**Doff and store or clean PPE** Remove PPE using the trained method to avoid contaminating yourself, and clean or store it according to the manufacturer's instructions after use.	Employee	☐
5.10	**Replace damaged or expired PPE** Report and replace any PPE that is damaged, worn out or past its expiration or service life immediately rather than continuing to use it.	Employee	☐
5.11	**Maintain the PPE issue log** Record what PPE was issued to each employee, the date, and the size or type, so replacements and reordering can be tracked.	Stores Coordinator	☐
5.12	**Review the PPE program** Periodically review hazard assessments and PPE selections against new tasks, equipment or incidents to confirm the program still matches actual hazards.	Safety Officer	☐

6. Quality checks

- Every task with an identified hazard has PPE specified in a documented hazard assessment.
- Employees can demonstrate correct donning, wearing and removal of their assigned PPE.
- No employee is found using PPE that is damaged, expired or the wrong size.
- The PPE issue log matches what is actually issued and in use.

7. Records

- Hazard assessment forms
- PPE issue log
- PPE training records
- PPE inspection and replacement log

8. KPIs

- Percentage of tasks with a current, documented PPE hazard assessment
- Number of PPE items replaced due to damage per month
- Percentage of employees trained on their assigned PPE

9. Common mistakes

- Issuing generic PPE that is not rated for the actual hazard.
- Wearing PPE that does not fit correctly because the right size was not in stock.
- Removing PPE partway through a task to work faster.
- Continuing to use PPE that is visibly damaged or past its service life.

10. Revision history

Revision	Date	Description	Reviewed by

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1.0	September 15, 2026	Initial release	Ilia Pirozhenko

Approval

Prepared by	Approved by	Date

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