

[Organization logo]

[Organization name]

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STANDARD OPERATING PROCEDURE FOR PERSONAL PROTECTIVE EQUIPMENT

Code:	
Version:	0.1
Created by:	
Approved by:	
Date of version:	
Signature:	

Commented [45A2]: Adapt to the existing practice in organization.

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Change history

Date	Version	Created by	Description of change
	0.1	45001Academy	Basic document outline

Table of contents

1. PURPOSE, SCOPE AND USERS	3
2. REFERENCE DOCUMENTS	3
3. USING PERSONAL PROTECTIVE EQUIPMENT.....	3
3.1. HEARING PROTECTION.....	3
3.2. EYE PROTECTION	4
3.3. FOOT PROTECTION	4
3.4. HEAD PROTECTION	4
3.5. HAND PROTECTION.....	5

[organization name]

1. Purpose, scope and users

The purpose of this document is to define the proper way of using personal protective equipment.

This document applies to all work activities in [organization name] where a need for using personal protective equipment exists.

Users of this document are all employees of [organization name] in work places with identified hazards.

2. Reference documents

- ISO 45001:2018 standard, clause 8.1
- OH&S Manual
- OH&S Policy
- OH&S Objectives
- Procedure for Addressing Risks and Opportunities and OH&S Hazards
- Procedure for Operational Control
- Procedures for Preparedness and Emergency Response
- List of Legal and Other Requirements
- Procedure for Incident Investigation

3. Using personal protective equipment

Use of personal protective equipment is defined during risk assessment and hazard identification in [redacted].
[redacted]
[redacted] of this equipment is managed or used, the equipment must apply to equipment and/or new equipment.

3.1. Hearing Protection

[Job title] ensures that [organization name] supplies hearing protection for all employees under adequate hazards.

[redacted] is responsible for ensuring that the following procedures are followed in case of noise hazards.

- If employee is working in an area where the noise level is excessive, he or she must use [redacted].
[redacted]
 - [redacted]
[redacted]
[redacted]
[redacted]
- proper fit on earplugs.

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Commented [45A5]: E.g., supervisor

[organization name]

- Employee must alert co-workers in his area if the process will generate noise level above the normal work place level so they can also be prepared to use hearing protection.

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3.2. Eye Protection

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[Job title] ensures that safety glasses with side shields, or safety goggles, or safety shields, or other suitable eye wear that protects the eye to the following hazards:

- Flying pieces of metal or steel
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

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A face shield and safety glasses with side shields must be used when doing grinding of any type or when using wire wheel buffers. Face shields and goggles should be cleaned after use. Damaged face shields and goggles will be removed from service and replaced by a good one immediately.

In working contact with liquid hot fluids and safety glasses with side shields must be worn when working in contact with hot liquids, acids, and caustics.

In an emergency when protective lenses, goggles with protective lenses or goggles that can be worn over glasses shall be worn.

3.3. Foot Protection

Commented [45A9]: Delete if not applicable to organization.

[Job title] ensures that safety toed shoes must be worn by employees working in areas where there is [Redacted]

[Redacted]

Safety shoes or boots shall fit so that the equipment does not cause unusual tiring or irritation.

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3.4. Head Protection

Commented [45A11]: Delete if not applicable to organization.

[Job title] ensures that the following rules are applied in case of hazards related to head traumas:

- Hard hats must be worn in areas where there is a potential for injury to the head from falling [Redacted]
 - [Redacted]
 - [Redacted]
 - [Redacted]
 - [Redacted]
 - [Redacted]
- occur to the shell.

[organization name]

- [Redacted]
- [Redacted]

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3.5. Hand Protection

Commented [45A13]: Delete if not applicable to organization.

[Job title] ensures that the following rules are applied when hand protection is defined as necessary:

- Hand protection shall be worn where applicable.
- [Redacted]
- [Redacted]
- Hand protection shall be kept free from damage or tears.
- [Redacted]
- Employees must wear the appropriate rubber gloves for protection against chemical hazards.
- Insulated gloves should be worn when working around heat or steam.

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