 Discovery Labs	STANDARD OPERATING PROCEDURE			
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TITLE: PPE (PERSONNEL PROTECTIVE EQUIPMENT)				

1.0 PURPOSE:

To establish and implement a procedure for selection, issuance, usage and maintenance of the personnel protective equipment.

2.0 SCOPE:

This Standard Operating Procedure is applicable to all employees working at Discovery Laboratories pvt.ltd.

3.0 RESPONSIBILITY:

3.1 EHS Department

3.1.1 It is the responsibility of EHS department to specify and select and to issue the suitable personnel protective equipments.

3.2 User Department

3.2.1 It is the responsibility of user departments in charges to ensure that all the employees, visitors with in their area are wearing the specified personnel protective equipments

4.0 DEFINITIONS: NIL

5.0 PROCEDURE :

5.1 Schedule:

5.1.1 PPE Box inspection once in a Ten days


5.2 PPE:

5.2.1 Personal protective equipments are must use in plant premises.

5.2.2 PPE is equipment worn by a worker to minimize exposure to specific occupational hazards.

5.2.3 Examples of PPE are respirators, gloves, aprons, fall protection, and full body suits, as well as eye and foot protection.

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5.3 Head protection:

5.3.1 Helmets must use for head protection in company premises, helmets provided to all level of employees.

5.4 Eye protection:

5.4.1 Safety goggles or face shields are used during handling and processing of hazardous chemicals and corrosive chemicals and also dust powder areas.

5.4.2 Welder's goggles are used during welding, cutting and hot work operation.

5.5 Ear Protection:

5.5.1 Ear plugs/Ear muffs are used in high noise area. like DG sets, boiler, Nitrogen plant, Chilling Plant Etc.....

5.6 Face Protection:

5.6.1 Face shields are used during handling and processing of hazardous chemical and corrosive chemicals and also dust powder areas.

5.7 Body Protection:

5.7.1 Use PVC aprons / PVC Suit in acid & alkali materials handling areas.

5.8 Feet & toe protection:

5.8.1 Leather safety shoes with steel (Anti Static) toe protection are used by persons working in process areas, workshop, quality control, process development laboratory, solvent tank yard area, drum yard area, and store area.


5.8.2 Use gumboots in acid storage, ETP, working areas.

5.9 Respiratory protection:

5.9.1 Use dust masks in powder processing areas.

5.9.2 Use respiratory protection like PVC hoods and air lined mask etc.... while handling flammable/hazardous chemicals.

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5.10 Fingers, hands & wrists Protection:

5.10.1 Gloves are used for fingers, hands and wrists protection. And below given the types of gloves

S. No	Type	Suitable for	Examples
1.	PVC	Strong acids and strong bases	H ₂ SO ₄ , CS lye liq. Ammonia etc
2.	Rubber	Weak acids and weak bases, salts, water solutions, alcohols and acetone	HCl, Soda ash, Methanol, Ethanol, Acetone etc
3.	Nitrile	Aromatic & Aliphatic chemicals	Toluene, Benzene, Cyclo Hexane, Hexane, Methane, Ethane etc
4.	Neoprene	Oxidizing acids , strong acids	Nitric acid, Bromine etc
5.	Leather	Cut resistance & cryogenic chemicals	Liquid nitrogen, broken glass ware pickup, welding, grinding etc
6.	Cotton	Heat resistance	Boiler, gas cutting etc
7.	Electrical	Electric resistance	11KV, 33KV

5.11 Issuing:


5.11.1 PPE distribution/ issuing will be done as department wise as per their applicability and usage. This shall be record in register.

5.12 Checking:

5.12.1 The checking of the PPE box and its contents shall do once in a 10 days.

5.12.2 Check all PPE condition and record the details in format- EHS011-FM016 the content of the PPE box is

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List of PPE in PPE box	
Sl. No	PPE
1	PVC Airline Suites
2	Rope Ladder
3	Ear muffs
4	Safety harness
5	Venus 500 (acid mask)
6	Asbestos suit

5.13 List of first aid boxes were separately prepared and maintained and will be updated as per requirement.

6.0 FORMATS / ANNEXURE(S):

6.1.1 PPE Box checking record : EHS011-FM016

7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	01-02-2013	New SOP	---
01		1. SOP format changed in line with QA-SOP-001-04	---
02		1.SOP format changed in line with QA-SOP-001-05	CCF/GEN/17017

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