



Charles County Department of Emergency Services
STANDARD OPERATING PROCEDURES

Section 400 - Operational Safety

Operational Safety - 400.00		
S.O.P. # 400.13	Annual PPE Inspections	PAGE: 1 OF 3
EFFECTIVE: 07/01/2004	Authorized: John Filer, Chief	
REVISED: 03/19/2019	Authorized: William Stephens, Director	

400.14.01 Purpose

To provide a policy and process for the inspection of personal protective equipment and related safety items.

400.14.02 Cited References

- OSHA Rule 29 CFR 1910.1030
- NFPA 1500, 2013 Edition: Standard on Fire Department Occupational Safety and Health Program
- NFPA 1851, 2014 Edition: Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting
- NFPA 1951, 2013 Edition: Standard on Protective Ensembles for Technical Rescue Incidents
- 5. NFPA 1971, 2013 Edition: Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting Handbook
- 6. NFPA 1975, 2004 Edition: Station/Work Uniforms for Fire and Emergency Services
- 7. NFPA 1977, 2005 Edition: Standard on Protective Clothing and Equipment for Wildland Fire Fighting
- 8. NFPA 1991, 2005 Edition: Standard on Vapor-Protective Ensembles for Hazardous Materials Emergencies
- 9. NFPA 1992, 2005 Edition: Standard on Liquid Splash-Protective Clothing for Hazardous Materials Emergencies
- 10. NFPA 1994, 2007 Edition: Standard on Protective Ensembles for First Responders to CBRN Terrorism Incidents
- 12. ANSI Z87.1-1989 Eye and Face Protection: (USA Standard for Occupational and Educational Eye and Face Protection).
- 13. ANSI Z89.1-1986 Head Protection
- 14. ANSI Z41.1-1991 Foot Protection
- SOP #400.01 - Personal Protective Equipment



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400.14.03 Responsibilities

1. The Department will inspect all issued PPE at least one (1) time per year or as needed dependent upon level of use and/or manufacturer recommendations.
2. The Department will replace any worn or defective PPE that has reached the end of its service life.
3. The Department will make available PPE cleaning capabilities and/or services.
4. The Special Operations Coordinator or his/her designee will be responsible for the inspection of PPE issued and maintained by the Special Operations Division in accordance with this SOP and the manufacture's recommendations.
5. The Safety Coordinators are responsible for the inspection of all other Department issued PPE items.
6. Supervisors must coordinate the inspection of their personnel's PPE with the Safety Coordinators.
7. Supervisors must ensure that the recommendations of the inspecting Safety Coordinator are facilitated in a timely manner.
8. Logistics must retain all PPE inspection logs for the service life of the PPE.
9. Employees shall produce all issued PPE at the time of inspection.

400.14.04 Policy

1. The Department will inspect all issued PPE at least one (1) time per year or as needed dependent upon level of use.
2. Efforts shall be made to perform the annual PPE inspection while staff is on-duty.
3. Inspections will be recorded on the *PPE Inspection Log* or PPE log specific to that piece of equipment.
4. Issued PPE should be properly cleaned prior to presentation for inspection by the employee.
5. The Safety Coordinator will watch the employee don their issued PPE to insure that the employee is competent in the donning of their PPE, understands its proper use, and fits properly.
6. The Safety Coordinators will carefully inspect each employee's issued PPE, inventory it, notate any deficiencies and make corrective recommendations as required.
7. A copy of the employee's PPE Inspection Log will be reviewed and maintained by the Logistics Section.
8. Another copy of the employee's PPE Inspection Log will be shared with their immediate supervisor.
9. Supervisors should coordinate with Logistics to facilitate the timely replacement of PPE and/or the issuance of temporary PPE that has been notated to be deficient by the Safety Coordinator/s.
10. In the interest of employee safety, managers and Safety Coordinators may perform issued PPE inspections as needed and/or post incidents that warrant so.



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400.14.05 Operational Procedures

1. Safety Coordinators will work with Operations to efficiently coordinate the scheduling of the annual PPE inspections.
2. If needed additional staffing may be brought in to cover while personnel are having their PPE inspected.
3. Once the inspection schedule has been set, Operations will notify staff of the inspection schedule at least thirty (30) days in advance. This affords staff time to properly wash their PPE and inventory all items for inspection.
4. At the time of scheduled inspection, personnel should present their issued PPE for with all articles laid out before the Safety Coordinator on a clean flat surface such as table or bay floor.
5. Upon completion of inspection, the Safety Coordinator should notate any deficiencies on the PPE Inspection Log and notify the employee's supervisor to coordinate replacement items as needed.
6. Compromised PPE should immediately be taken out of service and reported to Logistics for either replacement or repair.
7. If safety items need to be ordered, loaner PPE may be issued to staff until permanent replacements are procured.