**RESPRIATORY PROTECTION PROGRAM**

**General Industry Standard 29 CFR 1910.134**

**Prepared for:**

**(INSERT YOUR agency HERE)**

Reviewed by (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

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# PURPOSE

The **INSERT AGENCY’S NAME** has determined that employees in the stripping, painting, and maintenance departments are exposed to respiratory hazards during the routine operations. These hazards include wood dust, particulates, vapors, and in some cases represent Immediately Dangerous to Life and Health (IDLH) conditions. The purpose of this program is to ensure that all **INSERT AGENCY’S NAME** employees are protected from exposure to these respiratory hazards.

Engineering controls, such as ventilation and substitution of less toxic materials, are the first line of defense; however, engineering controls have not always been feasible for some of the operations, or have not always completely controlled the identified hazards. In these situations, respirators and other protective equipment must be used. The work processes requiring respirator use at the **DEPARTMENT** are outlined in Table 1 in the Scope and Application section of this program.

In addition, some employees have expressed a desire to wear respirators during certain operations that do not require respiratory protection. As a general policy, the **INSERT AGENCY’S NAME** will review each of these requests on a case-by-case basis. If the use of respiratory protection in a specific case will not jeopardize the health or safety of the worker(s), the **INSERT AGENCY’S NAME** may provide respirators for voluntary use.

# SCOPE AND APPLICATION

This program applies to all employees who are required to wear respirators during normal work operations. This includes employees workings in these areas and engaged in certain processes or tasks (as outlined in the table below) must be enrolled in the **INSERT AGENCY’S NAME** respiratory protection program.

In addition, any employees who voluntarily wears a respirator when a respirator is not required is subject to the medical evaluation, cleaning, maintenance, and storage elements of this program, and must be provided with certain information specified in this section of the program.

Employees who voluntarily wear filtering face pieces (dust masks) are not subject to the medical evaluation, cleaning, storage, and maintenance provisions of this program.

Employees participating in the respiratory protection program do so at no cost to them. The expense associated with training, medical evaluations, and respiratory protection equipment will be borne by the **INSERT AGENCY’S NAME**.

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| --- | --- |
| **TABLE 1: VOLUNTARY AND REQUIRED RESPIRATOR USE AT THE INSERT YOUR AGENCY’S NAME** | |
| **Respirator** | **Department/Process** |
| Filtering face piece (N-95 dust mask) | Voluntary use for employees |
| Half-face piece APR or PAPR with P100 filter | Prep and Assembly  Voluntary use for maintenance workers when cleaning spray booth walls or changing spray booth filter |
| Half-face piece APR with organic vapor cartridge | Maintenance workers (loading coating agents into supply systems) |
| SCBA | Fire Departments |

**TABLE 1 is a sample, must change to fit your agency’s respiratory and processes.**

# RESPONSIBILITIES

Program Administrator

The Program Administrator is responsible for administering the respiratory protection program. Duties of the program administrator include:

* Identifying work areas, processes or tasks that require workers to wear respirators, and evaluating hazards.
* Selection of respiratory protection options.
* Monitoring respirator use to ensure that respirators are used in accordance with their certifications.
* Arranging for and/or conducting training.
* Ensuring proper storage and maintenance of respiratory protection equipment.
* Conducting qualitative fit testing with Bitrex.
* Administering the medical surveillance program.
* Maintaining records required by the program.
* Evaluating the program.
* Updating written program, as needed.

The Program Administrator for the **INSERT AGENCY’S NAME** is **INSERT YOUR INFORMATION HERE**.

Supervisors

Supervisors are responsible for ensuring that the respiratory protection program is implemented in their particular areas. In addition to being knowledgeable about the program requirements for their own protection, supervisors must also ensure that the program is understood and followed by the employees under their charge. Duties of the supervisor include:

* Ensuring that employees under their supervision (including new hires) have received appropriate training, fit testing and annual medical evaluation.
* Ensuring the availability of appropriate respirators and accessories.
* Being aware of tasks requiring the use of respiratory protection.
* Enforcing the proper use of respiratory protection when necessary.
* Ensuring that respirators are properly cleaned, maintained, and stored according to the respiratory protection plan.
* Ensuring that respirators fit well and do not cause discomfort.
* Continually monitoring work areas and operations to identify respiratory hazards.
* Coordinating with the Program Administrator on how to address respiratory hazards or other concerns regarding the program.

Employees

Each employee has the responsibility to wear their respirator when and where required and in the manner in which they were trained. Employees must also:

* Care for and maintain their respirators as instructed, and store them in a clean sanitary location.
* Inform their supervisor if the respirator no longer fits well, and request a new one that fits properly.
* Inform their supervisor or the Program Administrator of any respiratory hazards that they feel are not adequately addressed in the workplace and of any other concerns that they have regarding the program

# PROGRAM ELEMENTS

Selection Procedures

The Program Administrator will select respirators to be used on site, based on the hazards to which workers are exposed and in accordance with all PEOSH standards. The Program Administrator will conduct a hazard evaluation for each operation, process, or work area where airborne contaminants may be present in routine operations or during an emergency. The hazard evaluation will include:

1) Identification and development of a list of hazardous substances used in the workplace, by department, or work process.

2) Review of work processes to determine where potential exposures to these hazardous substances may occur. This review shall be conducted by surveying the workplace, reviewing process records, and talking with employees and supervisors.

3) Exposure monitoring to quantify potential hazardous exposures. Monitoring will be contracted out. The **INSERT AGENCY’S NAME** currently has a contract with **INSERT INDUSTRIAL HYGIENE SERVICES PROVIDER NAME** to provide monitoring when needed.

Updating the Hazard Assessment

The Program Administrator must revise and update the hazard assessment as needed (i.e., any time work process changes may potentially affect exposure). If an employee feels that respiratory protection is needed during a particular activity, they are to contact their supervisor or the Program Administrator. The Program Administrator will evaluate the potential hazard, arranging for outside assistance as necessary. The Program Administrator will then communicate the results of that assessment back to the employees. If it is determined that respiratory protection is necessary, all other elements of this program will be in effect for those tasks and this program will be updated accordingly.

NIOSH Certification

All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification. Also, all filters, cartridges, and canisters must be labeled with the appropriate NIOSH approval label. The label must not be removed or defaced while it is in use.

Voluntary Respirator Use

The **INSERT AGENCY’S NAME** will provide respirators at no charge to employees for voluntary use for the following work processes:

* Employees may wear half-face piece APRs with organic vapor cartridges while working in the dip coat area.
* Warehouse workers may wear filtering face pieces.
* Spray Booth Operators may wear half-face piece APRs with organic vapor cartridges while cleaning spray guns.
* Maintenance personnel may wear half-face piece APRs with P100 cartridges while cleaning spray booth walls, and organic vapor cartridges while loading spray guns.

The Program Administrator will provide all employees who voluntarily choose to wear either of the above respirators with a copy of Appendix D of the standard. (Appendix D details the requirements for voluntary use of respirators by employees.) Employees choosing to wear a half face piece APR must comply with the procedures for Medical Evaluation, Respirator Use, and Cleaning, Maintenance and Storage.

The Program Administrator shall authorize voluntary use of respiratory protective equipment as requested by all other workers on a case-by-case basis, depending on specific workplace conditions and the results of the medical evaluations.

# MEDICAL EVALUATION

Employees who are either required to wear respirators, or who choose to wear an APR voluntarily, must pass a medical exam before being permitted to wear a respirator on the job. Employees are not permitted to wear respirators until a physician has determined that they are medically able to do so. Any employee refusing the medical evaluation will not be allowed to work in an area requiring respirator use.

A licensed physician where for all **INSERT AGENCY’S NAME** will provide the medical evaluations. Medical evaluation procedures are as follows:

* The medical evaluation will be conducted using the questionnaire provided in Appendix C of the respiratory protection standard. The Program Administrator will provide a copy of this questionnaire to all employees requiring medical evaluations.
* To the extent feasible, the employer will assist employees who are unable to read the questionnaire (by providing help in reading the questionnaire). When this is not possible, the employee will be sent directly to the physician for medical evaluation.
* All affected employees will be given a copy of the medical questionnaire to fill out, along with a stamped and addressed envelope for mailing the questionnaire to the county physician. Employees will be permitted to fill out the questionnaire on county time.
* Follow-up medical exams will be granted to employees as required by the standard, and/or as deemed necessary by the medical physician.
* All employees will be granted the opportunity to speak with the physician about their medical evaluation, if they so request.
* The Program Administrator has provided the physician with a copy of this program, a copy of the Respiratory Protection Standard, the list of hazardous substances by work area, and, for each employee requiring evaluation: their work area or job title, proposed respirator type and weight, length of time required to wear respirator, expected physical work load (light, moderate, or heavy), potential temperature and humidity extremes, and any additional protective clothing required.
* Any employee required for medical reasons to wear a positive pressure air purifying respirator will be provided with a powered air purifying respirator.
* After an employee has received clearance and begun to wear their respirator, additional medical evaluations will be provided under the following circumstances:
* The employee reports signs and/or symptoms relating to their ability to use a respirator, such as shortness of breath, dizziness, chest pains, or wheezing.
* The physician or supervisor informs the Program Administrator that the employee needs to be reevaluated;
* Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation;
* A change occurs in workplace conditions that may result in an increased physiological burden on the employee.

A list of **INSERT AGENCY’S NAME** currently included in medical surveillance is provided in Table 2 of this program.

All examinations and questionnaires are to remain confidential between the employee and the physician.

# RESPIRATOR USE

Respiratory protection is required for the following personnel:

|  |  |  |  |
| --- | --- | --- | --- |
| **TABLE 2**  **INSERT AGENCY’S NAME**  **PERSONNEL IN RESPIRATORY PROTECTION PROGRAM** | | | |
| **Name** | **Department** | **Job Description Procedure** | **Respirator** |
|  |  |  |  |
|  |  |  |  |

General Use Procedures

* Employees will use their respirators under conditions specified by this program, and in accordance with the training they receive on the use of each particular model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer.
* All employees shall conduct user seal checks each time that they wear their respirator.
* Employees shall use either the positive or negative pressure check (depending on which test works best for them) specified in Appendix B-1 of the *Respiratory Protection Standard*.
* All employees shall be permitted to leave the work area to go to the locker room to maintain their respirator for the following reasons: to clean their respirator if the respirator is impeding their ability to work, to change filters or cartridges, to replace parts, or to inspect the respirator if it stops functioning as intended. Employees should notify their supervisor before leaving the area.
* Employees are not permitted to wear tight-fitting respirators if they have any condition, such as facial scars, facial hair, or missing dentures, that prevents them from achieving a good seal. Employees are not permitted to wear headphones, jewelry, or other articles that may interfere with the face piece-to-face seal.

# RESPIRATOR MALFUNCTION

APR Respirator Malfunction

For any malfunction of an APR (e.g., such as breakthrough, face piece leakage, or improperly working valve), the respirator wearer should inform their supervisor that the respirator no longer functions as intended, and go to the designated safe area to maintain the respirator. The supervisor must ensure that the employee receives the needed parts to repair the respirator, or is provided with a new respirator.

Air Quality

For supplied-air respirators, only Grade D breathing air shall be used in the cylinders. The Program Administrator will coordinate deliveries of compressed air with the **INSERT YOUR AGENCY’s** vendor, **ENTER VENDOR** NAME, and require **ENTER** **VENDOR NAME** to certify that the air in the cylinders meets the specifications of Grade D breathing air.

The Program Administrator will maintain a minimum air supply of one fully charged replacement cylinder for each SAR unit. In addition, cylinders may be recharged as necessary from the breathing air cascade system located near the respirator storage area. The air for this system is provided by the supplier, **enter vendor name** and deliveries of new air are coordinated by the Program Administrator.

# CLEANING, MAINTENANCE, CHANGE SCHEDULES, AND STORAGE

Cleaning:

Respirators are to be regularly cleaned and disinfected at the designated respirator cleaning station located in the employee locker room.

Respirators issued for the exclusive use of an employee shall be cleaned as often as necessary, but at least once a day for workers in the \_\_\_\_\_\_\_\_\_\_ departments.

Atmosphere supplying and emergency use respirators are to be cleaned and disinfected after each use.

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The following procedure is to be used when cleaning and disinfecting respirators:

* Disassemble respirator, removing any filters, canisters, or cartridges.
* Wash the face piece and associated parts in a mild detergent with warm water. Do not use organic solvents.
* Rinse completely in clean warm water.
* Wipe the respirator with disinfectant wipes to kill germs.
* Air- dry in a clean area.
* Reassemble the respirator and replace any defective parts.
* Place in a clean, dry plastic bag or other air tight container.

Note: The Program Administrator will ensure an adequate supply of appropriate cleaning and disinfection material at the cleaning station. If supplies are low, employees should contact their supervisor, who will inform the Program Administrator.

Maintenance

Respirators are to be properly maintained at all times in order to ensure that they function properly and adequately protect the employee. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or deteriorated parts will be replaced prior to use. No components will be replaced or repairs made beyond those recommended by the manufacturer. Repairs to regulators or alarms of atmosphere-supplying respirators will be conducted by the manufacturer.

The following checklist will be used when inspecting respirators:

* Face piece
  + Cracks, tears, or holes, facemask distortion
  + Cracked or loose lenses/face shield
* Head-straps
  + Breaks or tears broken buckles
* Valves
  + Residue or dirt
  + Cracks or tears in valve material
* Filters/Cartridges
  + Approval designation gaskets
  + Cracks or dents in housing proper cartridge for hazard
* Air Supply Systems
  + Breathing air quality/grade condition of supply hoses hose connection
  + Settings on regulators and valves.

Employees are permitted to leave their work area to perform limited maintenance on their respirator in a designated area that is free of respiratory hazards. Situations when this is permitted include washing their face and respirator face piece to prevent any eye or skin irritation, replacing the filter, cartridge or canister, and if they detect vapor or gas breakthrough or leakage in the **INSERT AGENCY’S NAME** or if they detect any other damage to the respirator or its components.

Change Schedules

Employees wearing APRs or PAPRs with P100 filters for protection against wood dust and other particulates shall change the cartridges on their respirators when they first begin to experience difficulty breathing (i.e., resistance) while wearing their masks.

Based on discussions with our respirator distributor about the **INSERT AGENCY’s NAME** workplace exposure conditions, employees voluntarily wearing APRs with organic vapor cartridges shall change the cartridges on their respirators at the end of each work week to ensure the continued effectiveness of the respirators.

Storage

Respirators must be stored in a clean, dry area, and in accordance with the manufacturer's recommendations. Each employee will clean and inspect their own air-purifying respirator in accordance with the provisions of this program and will store their respirator in a plastic bag in their own locker. Each employee will have their name on the bag and that bag will only be used to store that employee's respirator.

Atmosphere supplying respirators will be stored in the storage cabinet outside of the Program Administrator's office.

The Program Administrator will store the supply of respirators and respirator components in their original manufacturer's packaging in the equipment storage room.

Defective Respirator

Respirators that are defective or have defective parts shall be taken out of service immediately. If, during an inspection, an employee discovers a defect in a respirator, they are to bring the defect to the attention of their supervisor. Supervisors will give all defective respirators to the Program Administrator. The Program Administrator will decide whether to:

* Temporarily take the respirator out of service until it can be repaired.
* Perform a simple fix on the spot such as replacing a head strap.
* Dispose of the respirator due to an irreparable problem or defect.

When a respirator is taken out of service for an extended period of time, the respirator will be tagged out of service, and the employee will be given a replacement of similar make, model, and size. All tagged out respirators will be kept in the storage cabinet inside the Program Administrator's office.

# TRAINING

The Program Administrator will provide training to respirator users and their supervisors on the contents of the **INSERT AGENCY’S NAME** Respiratory Protection Program and their responsibilities under it, and on the PEOSH Respiratory Protection Standard. Workers will be trained prior to using a respirator in the workplace. Supervisors will also be trained prior to using a respirator in the workplace or prior to supervising employees that must wear respirators.

The training course will cover the following topics:

* the **INSERT AGENCY’S NAME** Respiratory Protection Program
* the PEOSH Respiratory Protection Standard
* respiratory hazards encountered at the **INSERT AGENCY’S NAME** and their health effects
* proper selection and use of respirators
* limitations of respirators
* respirator donning and user seal (fit) checks
* fit testing
* emergency use procedures
* maintenance and storage
* medical signs and symptoms limiting the effective use of respirators

Employees will be retrained annually or as needed (e.g., if they change departments and need to use a different respirator). Employees must demonstrate their understanding of the topics covered in the training through hands-on exercises and a written test. Respirator training will be documented by the Program Administrator and the documentation will include the type, model, and size of respirator for which each employee has been trained and fit tested.

# PROGRAM EVALUATION

The Program Administrator will conduct periodic evaluations of the workplace to ensure that the provisions of this program are being implemented. The evaluations will include regular consultations with employees who use respirators and their supervisors, site inspections, air monitoring and a review of records.

Problems identified will be noted in an inspection log and addressed by the Program Administrator. These findings will be reported to **INSERT agency’s name** management, and the report will list plans to correct deficiencies in the respirator program and target dates for the implementation of those corrections.

# RECORDKEEPING

A written copy of this program and the Respiratory Protection Standard is kept in the Program Administrator's office and is available to all employees who wish to review it.

Also maintained in the Program Administrator's office are copies of training and fit test records. These records will be updated as new employees are trained, as existing employees receive refresher training, and as new fit tests are conducted.

The Program Administrator will also maintain copies of the respiratory protection records for all employees. The completed medical questionnaire and the physician's documented findings are confidential and will remain at the **INSERT LOCATION**. The **INSERT agency’s name** will only retain the physician's written recommendation regarding each employee's ability to wear a respirator.