

RESPIRATORY PROTECTION PROGRAM

Policy Statement

The purpose of this policy and Procedure is to ensure adequate protection of all _____ employees from respiratory hazards and ensure compliance with applicable federal and state standards. Respirators are only to be worn as an interim control until feasible engineering and/or administrative control can be implemented unless it has been demonstrated that such controls are not feasible. Respirators can also be used during certain special application jobs such as non-routine maintenance or repairs. Compliance with the requirements of this policy is a condition of employment and will be strictly enforced under the referenced disciplinary procedure.

Responsibilities

Management and supervisors who are responsible for respirator wearers will be held accountable for the implementation and enforcement of their aspects of the program. The _____ has the responsibility of designating the Respirator Program Administrator (RPA). The RPA has the authority and responsibility to implement and revise the program as necessary.

Duties of the Respiratory Program Administrator

A. _____ will be the Respirator Program Administrator (RPA). This individual has specific duties in assuring proper implementation of the respiratory protection program and continued compliance of the overall program. This person has sufficient knowledge and experience with MSHA and other consensus standards to carry out his or her duties. This individual will keep abreast of new developments in respirator use and technology to ensure on going adequacy of the program.

In his or absence _____ will assume the duties of the RPA.

B. Specific responsibilities will include but not be limited to:

1. Generating Standard Operating Procedures
2. Selection and Purchase
3. Instruction and Training
4. Fit Testing and Issuing Respirators
5. Cleaning and Maintenance
6. Inspection
7. Surveillance of Work Environment

8. Medical Use Practices
9. Program Evaluation
10. Annual Comprehensive
11. Random checks
12. Record Maintenance
13. Standard Operating Procedures/Program Modification

Selection

Respirators are in use for protection against _____ at concentrations up to [the appropriate protection factor] times the PEL during routine operation of the _____ half mask respirators with _____ have been selected. These respirators are NIOSH approved and are appropriate for protection against respirable silica dust.

Use Of Approved Respirators

A. All _____ shall wear one of the following respirators throughout their work shifts:

(SPECIFY HERE HALF-MASK, FULL FACEPIECE/ QUARTER-MASK/ DUST RESPIRATOR (FILTERING FACEPIECE)/ SUPPLIED AIR, etc., and the models and approval numbers

1. Model _____ sizes S,M,L (TC-21C-xxx)

Model _____ Sizes S, M/ L (TC-21C-xxx)

New employees will be provided opportunity to select from a variety of manufacturers and models of respirators.

- B. The approved assembly shall be worn as issued.
- C. Only company-issued/ approved respirators shall be used. (or acceptable employee owned respirators/ if applicable) .
- D. All respirator approvals shall be verified.
- E. No employee shall alter or change any part of the issued respirator assembly.

Purchasing

- A. This company policy shall ensure an uninterrupted consistent supply of selected respirators.
- B. Purchases of respirators, assemblies, subassemblies and their filters shall be in accordance with those specified in the Use of Approved Respirators section.
- C. Respirator purchasing shall be coordinated through _____

Inventory Control Including Issuing

- A. _____ in accordance with company policy, shall be responsible for inventory control and issuing of all approved respirators.
- B. All respirator inventory control shall be maintained by verifying respirator assembly with approved label in Appendix A.
- C. The issuer(s) _____ shall be trained in accordance with the company's training standard operating procedure.
- D. When issuing a respirator, some system of positively identifying the user and providing the correct model and size for which the user has been fit tested shall be used. {A card system may be used. The card shall bear a picture of the wearer, verification of training, and the respirator type to be issued.}

Fit Testing

FIT TESTING is performed to ensure proper fit of the respirator; _____ has been shown to cause respiratory disease or other adverse health effects. Fit testing will be performed prior to initial assignment or use and every 12 months thereafter. The protocols for fit testing include the isoamyl acetate protocol (with organic vapor cartridges), the irritant smoke protocol (with high efficiency particulate air cartridges), and the saccharin or Bitrex protocols (with particulate cartridges, filters, or facepieces), referenced in 30 CFR 5005. The person responsible for fit testing is the _____ Fit testing will be conducted at _____ For each employee, fit testing shall be performed with all of the personal protective equipment that employee might use. The (manufacturer, _____ respirators in small, medium and large will be available for employee fit testing.

Cleaning and Disinfection

- A. Each employee has been issued his or her own respirator, and will be responsible for cleaning and disinfecting it. The _____ area supervisor will be responsible for frequent spot checks to ensure that the cleaning and disinfecting standard operating procedure will be followed. Employees who are noted to be not following correct procedures will be referred for further training or discipline.

B. Cleaning and Disinfecting Of Respirators.

1. Each employee shall thoroughly clean and disinfect his/her respirator at the end of each work shift. If an employee notes internal contamination of the respirator during their shift, he/she shall thoroughly wipe out their respirator with safety wipes provided by the company.
2. Respirators, when they are removed to change cartridges, wash the face, inspect, etc., must be removed in an area free of contamination.
3. At the end of the shift, each employee shall remove their respirator and inspect and clean it as required.
Filter change schedules shall be established and adhered to conscientiously.
4. The employee shall proceed to the sink/shower area. Respirators shall be thoroughly rinsed with water at the sink. Their respirator shall then be dismantled, including removal of straps, exhalation valve cover, exhalation valve, inhalation valves and filter holders.
Each component shall be washed with the mild detergent solution for respirator cleaning. The supply of this solution shall be monitored daily by the supervisor.
5. Following cleaning, the respirator components shall be placed in a 50 ppm bleach solution for ten minutes.
The shakeout supervisor shall ensure a daily new supply of this solution (2 tablespoons bleach, 1 gallon water). The purpose of this procedure is for disinfection. Due to the expected work temperatures, the company will enforce daily disinfection.
6. Following disinfection, each respirator component shall be thoroughly rinsed in fresh, running tap water.
7. The components of each respirator shall then be placed on the drying shelf assigned.
8. When dry, appropriate storage procedures shall be followed, as per the storage standard operating procedure.
9. Respirators used in fit testing shall be cleaned and disinfected after each use.

Note: Any defects, necessary repairs, or needed component replacement noted during cleaning and disinfecting shall be handled in accordance with the appropriate standard

operating procedure.

Inspection

All respirators shall be inspected by the wearer immediately before and after each use to ensure adequate protection against _____ . The inspection shall include as a minimum the following items.

shall be inspected

1. Appropriate NIOSH approval numbers on filters.
 2. Elasticity cracks, tears, holes or other distortions or missing parts which would diminish the effectiveness of the face piece.
 3. The condition of component parts- straps, valves, valve covers *I* filters, filter seats, filter threads and filter casings.
 4. Ensure that all component parts are of the same manufacturer.
 5. Ensure cleanliness of the respirators.
- B. If the respirator fails to pass any of the inspection criteria, the respirator shall be immediately removed from use and given to the supervisor. Employees shall not work until suitable respirators are provided.
- C. Repairs - All replacement of parts or repairs shall be done by the designated supervisor trained in replacement and repair. All respirators or parts not capable of being repaired shall be discarded.
- D. Storage - After cleaning, and at the end of use each employee shall store his/her respirator in the sealable container provided by the employer for such use, and in the designated respirator storage cabinets. The storage cabinets shall protect against distortion dust, sunlight, heat, cold, moisture and damaging chemicals in the inventory room.

Training

Effective training will be given to all employees required to use respirators. If respirators are provided for voluntary use or employees provide their own respirators they will also be trained. The training is comprehensive, understandable, and recurs annually, and more often if necessary. The elements of the respirator training program are the following:

1. Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effects of the respirator;
2. The limitations and capabilities of the respirator;
3. How to use the respirator effectively in emergency situations, including respirator malfunctions;
4. How to inspect, put on and remove, use, and check, the seals of the respirator;
5. How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators; and
6. The general requirements of the respiratory standard 30 CFR .5001-.5075.

B. Training program requirements

1. All employees will be trained prior to requiring the employee to use a respirator.
2. Training shall be conducted in a manner that is understandable to employees.
3. New employees with previous respirator training must demonstrate they have received training within the last 12 months that addresses the elements above.
4. Retraining is administered annually, and whenever an employee shows inadequacies in the proper use of respirators.
5. All training records are documented on/in_____.

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Workplace Surveillance

- A. Workplace inspections of all areas will be conducted by the Safety Officer/Occupational Health person on an unannounced basis at least once per quarter.
- B. A Respirator Protection Checklist will be utilized for evaluating the program. If any changes are found or any new equipment has been introduced since the last inspection, an industrial hygienist will be brought in to make a workplace survey. Exposures will be periodically monitored.
- C. Discrepancies in the workplace surveillance will be reported in writing to the Chief Executive Officer with a copy to the shop supervisor.

encountered; and

6. A copy of the written respiratory protection program and a copy of 30 CFR .5000-.5075.

D. Medical determination

In determining the employee's ability to use the respirator the company will

1. Obtain a written recommendation regarding the employee's ability to use the respirator from the PLHCP. The recommendation will provide the following:
 - (a.) Any limitations on respirator use related to the employee's medical conditions and workplace conditions, including whether or not the employee is medically able to use the respirator;
 - (b.) The need, if any for follow-up medical evaluations; and
 - (c.) A statement that the PLHCP has provided the employee with a copy of the PLHCpls written recommendation.

E. Additional medical evaluations

The company will provide additional medical evaluation if:

1. An employee reports medical signs or symptoms that are related to ability to use a respirator;
2. A PLHCP, supervisor, or the RPA informs finds the need to reevaluate the employee;
3. Observations made during fit testing and program evaluation indicate a need for employee reevaluation; or
4. A change occurs in the workplace conditions that may result in a substantial increase in the physiological burden placed on employee.

Medical History

Where an employee has had prolonged medical illness such an employee shall not be assigned tasks requiring respiratory protection.

Results and Medical History

Plant physician shall use the latest ANSI Z 88.6 Guidelines in conjunction with the latest NIOSH Guidelines for evaluating employees ability to use respirators

Where doubts exist a reevaluation shall be effected.

Facial Hair Policy

Facial hair that passes between the seal of a respirator or interferes with any valve shall not be allowed.

Standard Operating Procedure for Facial Hair:

1. Reassignment of employees with medical and/or religious reasons for having facial hair to operations where respirators are not required may be considered.
2. Employees experiencing a leak due to facial hair shall remove the facial hair and be fit tested before performing the assigned task requiring respirator.
3. Employees wearing respirators shall be expected to have hair removing amenities on hand, or report to work clean shaven. (Lockers) Time will be allocated as deemed necessary, by the employer, for hair removal.

Contact Lenses Policy:

Except in cases where a chemical manufacturer recommends against or prohibits their use, contact lenses will be permitted with half mask respirators provided that additional eye protection is utilized.

Standard Operating Procedure for Contact Lenses:

1. Safety glasses with side shields and/or impact goggles shall be worn with contact lenses.
2. Such equipment shall be inspected before use.
3. Supervisors should know who wears contact lenses.

