



Policy &
Procedure

RESPIRATORY PROTECTION PROGRAM

Supersedes: Date **Date Approved:** May 16, 2014

Approved: David Montgomery, CAO

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choose to don respirators when not required by OSHA or the employer must also be medically cleared for use.

Re-evaluation of medical fitness will be conducted under the following circumstances:

- Employee reports physical symptoms that are related to the ability to use a respirator safely (wheezing, shortness of breath, chest pain, etc.).
- Employee has a medical issue that may affect the safe use of a respirator.
- The healthcare professional performing the evaluation determines that the employee needs to be re-evaluated, or that the frequency of evaluation should be increased.
- A change occurs in workplace conditions that results in an increased physiological burden to the employee.
- Employee facial size / shape / structure changes significantly.

All examinations and questionnaires are to remain confidential between the employee and Essentia's Department of Occupational Medicine.

IV. FIT TESTING

After the initial fit test, subsequent fit tests must be completed at least annually. Fit tests may be conducted more frequently if there is a change in the status of the wearer, or if the employer changes model or type of respirator.

- Fit tests are conducted to determine that the respirator fits the user adequately and that a good seal can be maintained. Respirators that do not seal properly do not offer adequate protection.
- Fit testing is required for tight fitting respirators, including SCBAs, full face masks and ½ face masks.
- Fit testing is not required for voluntary respirator users (see Voluntary Use section of this policy).
- Fit tests will be conducted:
 - Prior to initial respirator use (with the exception of a dust mask).
 - If employee has a 10% or greater change in weight.
 - If employee has changes to facial structure or scarring.
 - As additional OSHA standards require.
- Supervisors are responsible for ensuring that their employees have been fit tested prior to conducting work activities where respirator use is required.
- Fit tests will be conducted by a designated person or contractor, depending on the required test type (quantitative, qualitative, or both). The fire department may conduct quantitative fit testing, or the Safety and Training Officer may come on site to conduct qualitative fit tests upon request.
- Employees who are required to use a respirator during work activities, in either routine or emergency situations, shall remain clean shaven where the respirator seal meets the face. 29 CFR 1910.134(g)(1)(i).



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- Steel cylinders – Every 5 years
- All aluminum (not including hoop wrapped) – Every 5 years
- Hoop wrapped (aluminum) – Every 3 years
- Fully wrapped fiberglass – Every 3 years
- Fully wrapped Kevlar – Every 3 years
- Fully wrapped carbon fiber – Every 5 years

VIII. RESPIRATOR TRAINING

Workers will be trained prior to the use of a respirator and thereafter when deemed necessary by the Respirator Protection Administrator (RPA), in cooperation with site supervisors and managers.

Training will include the following elements:

- Identification of hazards, potential exposure to these hazards, and health effects of these hazards.
- Respirator fit, improper fit, usage, limitations, and capabilities for maintenance, usage, cleaning, and storage.
- Emergency use, if applicable.
- Inspecting, donning, removal, seal check, and troubleshooting.
- Explanation of the City's Respirator Protection Program (policies, procedures, OSHA standard, resources, etc.).

IX. EVALUATING AND UPDATING THE PROGRAM

The Respiratory Protection Administrator (RPA) will complete an annual evaluation of the City's Respiratory Protection Program.

X. ROLES AND RESPONSIBILITIES

Respiratory Protection Administrator (RPA)

- The RPA, in cooperation with site supervisors, is responsible for administering the Respiratory Protection Program. Specific duties include:
- Identify work areas, processes, or tasks that require respiratory protection.
- Monitor OSHA policy and standards for changes and make changes to the City's policy as needed.
- Evaluate feedback information from affected employees.
- Make applicable recommendations to supervisors regarding respiratory protection use.
- Ensure that all employees who intend to wear either dust masks or cartridge respirators on a voluntary basis have been provided with an OSHA Appendix D form.

Supervisor

- Site supervisors are responsible for ensuring that the respiratory protection program is implemented in their work areas. Supervisors must also ensure that the program is understood and followed by the employees under their charge. Specific duties include:
- Ensure that respirator use adheres to both regulatory and City requirements.
- Arrange for and / or conduct training and fit testing.
- Ensure proper storage and maintenance of respiratory protection equipment.



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- Know the hazards in the work area.
- Enforce / encourage staff to use required respiratory protection.
- Ensure employees receive applicable training and medical evaluations.
- Notify the RPA of any problems with respirator use, or of any changes in work processes or conditions may impact the types and / or concentrations of airborne contaminants.
- Ensure proper storage and maintenance of all respirators.

Employee

- Participate in training.
- Wear respirator when required.
- Maintain equipment.
- Report malfunctions or concerns.

XI. DOCUMENTATION AND RECORD-KEEPING

A written copy of this program can be found on the City's website.

Essentia's Department of Occupational Medicine maintains the medical information for all employees covered under the Respiratory Protection Program.

All relevant medical information must be maintained for the duration of the employment of the individual plus 30 years.

XII. VOLUNTARY USE OF CARTRIDGE RESPIRATORS

An employee may volunteer to wear a cartridge respirator during work activities even if a respirator is not required by OSHA or the employer. However, the employee volunteering to use a cartridge respirator must fulfill the following OSHA requirements for voluntary respirator use:

- Obtain medical clearance to wear a respirator.
- Keep respirator clean, bagged, maintained, and properly stored so that it does not pose a health hazard to the user.

The employer must:

- Determine that the respirator itself does not pose a hazard to the employee.
- Provide the affected employee(s) with a copy of OSHA's Appendix D form.

The employee shall recognize that the employer may choose not to pay for respiratory protection that is not required by overseeing regulatory agencies (OSHA, etc.).

REFERENCES

- NIOSH Respiratory Protection Program (<http://www.cdc.gov/niosh/topics/respirators/>)
- NFPA 1852
- OSHA 1910.134
- OSHA 1910.156