

Sample Respiratory Protection Program

Purpose:

The purpose of this plan is to establish a program and procedures for the use of respiratory protection at (Organization Name).

The Occupational Safety and Health Administration Respiratory Protection Standards 29 CFR 1910.134 (General Industry) and 29 CFR 1926.103 (Construction Industry) call for the development of a respiratory protection program when the use of respirators is necessary to protect the health of the employee or whenever respirators are required by the employer. The written respiratory protection program will include and address the following categories in order to satisfy the minimum requirements of the Respiratory Protection Standard:

- Procedures for selecting respirators for use in the workplace
- Medical evaluations of employees required to use respirators
- Fit-testing procedures for tight-fitting respirators
- Procedures for proper use of respirators in routine and reasonably foreseeable emergency situations
- Procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respirators
- Procedures to ensure adequate quality, quantity and flow of breathing air for atmosphere-supplying respirators
- Training of employees in the respiratory hazards to which they are potentially exposed during routine and emergency situations
- Training of employees in the proper use of respirators, including putting on and removing them, any limitations on their use, and their maintenance
- Procedures for regularly evaluating the effectiveness of the program

President, CEO

Safety Coordinator

Date

Date

Responsibilities:

The safety coordinator, (Name and Title), is responsible for administering the respiratory protection program.

This person is also responsible for:

- Identifying and evaluating respiratory hazards in the workplace by arranging for monitoring for airborne contaminants and evaluating engineering, work practice and administrative controls
- Properly selecting and caring for respiratory protective equipment, including storage, issuance, inspection, routine cleaning and maintenance, proper use, and replacement, including change out schedules for respirator cartridges
- Training managers and supervisors whose departments are required to use respiratory protection in the proper selection, use and care of respiratory protection
- Coordinating medical evaluations and maintaining associated medical records
- Performing or making arrangements to perform fit testing and maintaining associated fit-testing records
- Providing initial and annual training for employees and maintaining associated training records
- Consulting with employees to ensure that they are using respirators properly and to identify any problems with respirator fit, appropriate respirator selection, proper respirator use and proper respirator maintenance
- Evaluating the effectiveness of the respiratory protection program and making sure that the program satisfies the requirements of all applicable federal, state or local hazard communication requirements

The purchasing agent, (Name and Title), is responsible for:

- Purchasing respiratory protection equipment
- Ensuring that all respiratory protection equipment purchased has been approved by the National Institute for Occupational Safety and Health

Managers and supervisors are responsible for:

- Knowing the hazards in their areas that require respiratory protection
- Knowing the types of respirators that need to be used
- Enforcing the use of respiratory protection in areas where it is required
- Ensuring that employees are knowledgeable about the respiratory equipment for the areas in which they work

Employees are responsible for the following aspects of the respiratory protection program:

- Wearing appropriate respiratory protection provided by the company to minimize exposure
- Properly using and caring for respiratory protection equipment, including routine cleaning and maintenance, inspection, storage, and replacement
- Informing the safety coordinator of personal changes that may affect their use of respirators
- Participating in training
- Following company instructions and warnings pertaining to respiratory protection and usage
- Understanding the consequences associated with not following company policy concerning the use of respiratory protection

Selection and Use of Respirators:

Respirators will be selected according to the respiratory hazard(s) to which the employee is exposed and workplace and user factors that affect respirator performance and reliability.

- Only NIOSH-certified respirators will be selected.
- Respirators will be selected from a sufficient number of respirator models and sizes to ensure that the respirator is acceptable to, and correctly fits, the user.
- The respirator and the associated canisters, cartridges or filter media selected will be appropriate for the chemical state, physical form and air concentration of the contaminant.

Respiratory protection equipment will be used in accordance with the manufacturer's specifications. To ensure the proper use of respirators, respirator users must adhere to the following:

- Employees must be clean-shaven. Employees with facial hair that comes between the sealing surface of the facepiece and the face or that interferes with valve function will not be permitted to wear tight-fitting facepieces.
- Employees with any condition that interferes with the face-to-facepiece seal or valve function will not be permitted to wear tight-fitting facepieces.
- If an employee wears corrective glasses, goggles or other personal protective equipment, such equipment must be worn in a manner that does not interfere with the seal of the facepiece to the face of the user.
- Employees who wear tight-fitting respirators are required to perform a user seal check each time they put on the respirator.
- Each disposable respirator will be used until the cartridge or filter media requires replacement or until the facepiece is dirty.
- The service lives of disposable respirator canisters, cartridges and filter media will be based upon manufacturer's recommendations or (other method).
- Service life and change schedule for canisters and cartridges is listed on the Respiratory Hazard Assessment Form.

Describe below the information and data relied upon, the basis for the canister and cartridge change schedule, and the basis for reliance on the data.

Medical Evaluations:

Prior to being fit-tested or using a respirator in the workplace, each employee will have a medical evaluation to assess his or her ability to wear a respirator.

Our designated medical provider, (Name of Designated Medical Provider), will perform the medical evaluations. Medical evaluations will be performed by using a medical questionnaire, which will be reviewed by a physician or other licensed health care provider. Medical evaluations may include a physical exam, under certain conditions.

Additional medical evaluations will be performed under the following conditions:

- An employee reports medical signs or symptoms that are related to his or her ability to use a respirator.
- A physician or other licensed health care provider, a supervisor, or the respiratory program administrator informs the company that an employee needs to be re-evaluated.
- Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for employee re-evaluation.
- A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee.

Fit Testing:

Before an employee is required to use any respirator with a negative- or positive-pressure tight-fitting facepiece, the employee will be fit-tested with the same make, model, style and size of respirator that will be used in the workplace.

- Employees using tight-fitting facepiece respirators must pass the appropriate qualitative fit test or quantitative fit test.
- Employees using tight-fitting facepiece respirators will be fit-tested prior to initial use of the respirator whenever a different respirator facepiece (size, style, make or model) is used, and annually thereafter.
- An additional fit test will be conducted whenever there are changes in the employee's physical condition (e.g., facial scarring, dental changes, cosmetic surgery, eyeglasses or an obvious change in body weight) that could affect respirator fit.
- An additional fit test will be conducted when an employee reports that the fit of the respirator is unacceptable. The employee will be allowed to select a different respirator facepiece and will be retested.
- Fit tests will be administered using an OSHA-approved QLFT or QNFT protocol.

Maintenance and Care of Respirators:

(Organization Name) will provide for the cleaning and disinfecting, storage, inspection, and repair of respirators used by employees.

Cleaning and Disinfecting:

(Name, Respirator Station Attendant), will be responsible for cleaning and disinfecting, inspecting, repairing, storing, and reissuing respirators.

Each respirator user will be provided with a respirator that is clean, sanitary and in good working order. Respirators will be cleaned and disinfected at the following intervals:

- Respirators that are exclusively used by one employee will be cleaned and disinfected as often as necessary to maintain the respirator in a sanitary condition
- Respirators that are used by more than one employee will be cleaned and disinfected after every use
- Respirators that are used for emergencies will be cleaned and disinfected after each use
- Respirators that are used for fit testing and training will be cleaned and disinfected after each use

Storage:

Respirators will be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture and damaging chemicals. Respirators will be stored to prevent deformation of the facepiece and exhalation valve.

- Respirators that are used exclusively by one employee will be stored in (Location - e.g., a sealed bag or container and placed in the employee's locker)
- Respirators that are used by more than one employee will be stored in (Location - e.g., a sealed bag or container at the respirator station)
- Unless the respirator manufacturer specifies otherwise, emergency respirators will be stored in compartments that are clearly marked as containing emergency respirators, which will be kept accessible to the work area

Inspection:

Respirators will be inspected by employees and the respirator station attendant at the following intervals:

- Respirators that are used on a routine basis will be inspected before each use and during cleaning
- Emergency respirators will be inspected [time interval - at least monthly] in accordance with the manufacturer's recommendations
- Emergency respirators will be inspected before and after each use
- Emergency escape-only respirators will be inspected before being carried into the workplace for use
- Self-contained breathing apparatuses will be inspected monthly
- Air and oxygen cylinders will be maintained in fully charged states and will be recharged when the pressure falls to 90% of the manufacturer's recommended pressure level

The inspection of emergency respirators will be documented. The following information will be recorded:

- The date of the inspection
- The name or signature of the person who performed the inspection
- The findings
- The required remedial action
- The serial number or other means of identifying the inspected respirator

The storage compartment for each emergency respirator will be labeled or tagged with the most current inspection information.

Respirator inspections will include the following:

- A check of the respirator function
- A check of the tightness of connections
- A check of the condition of the various parts including, but not limited to, the facepiece; head straps; valves; the connecting tube; and cartridges, canisters or filters
- A check of the elastomeric parts for pliability and signs of deterioration

Repairs:

Respirators that fail an inspection or are otherwise found to be defective will be removed from service and discarded, repaired or adjusted in the following manner:

- Repairs and adjustments to respirators will be made by (Name and Title), who is trained to perform such operations
- Only the respirator manufacturer's NIOSH-approved parts designed for the respirator will be used
- Repairs will be made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed
- Reducing and admission valves, regulators, and alarms will be adjusted or repaired only by the manufacturer

Breathing Air Quality and Use:

Employees using atmosphere-supplying respirators (supplied-air and SCBA) will be provided with breathing gases of high purity. Compressed air, compressed oxygen, liquid air and liquid oxygen used for respiration will meet the following specifications:

- Compressed and liquid oxygen will meet the United States Pharmacopeia requirements for medical or breathing oxygen
- Compressed breathing air will meet the requirements for Type 1-Grade D breathing air

Information and Training:

Employees included in the respiratory protection program will receive the following training prior to being issued a respirator and on an annual basis thereafter or more often as necessary:

- General requirements of the OSHA Respiratory Protection Standard 29 CFR 1910.134 (General Industry) or 29 CFR 1926.103 (Construction Industry)
- Purpose of respiratory protection
- How improper fit, usage or maintenance can compromise the protective effect of the respirator
- Limitations and capabilities of the respirator
- Proper use of respiratory protection in emergency situations
- Procedures for inspecting, putting on and taking off, using, and checking the seals of the respirator
- Procedures for maintenance and storage of the respirator
- How to recognize medical signs or symptoms that may limit or prevent the effective use of respirators

Voluntary Use of Respirators:

In work areas where respirators are not required, (Organization Name) will provide respirators at the request of employees, if it is determined that such respirator use will not in itself create a hazard.

All employees who voluntarily use respiratory protection equipment will be provided with information contained in Appendix D of the OSHA Respiratory Protection Standard "Information for Employees Using Respirators When Not Required."

In addition, the company will ensure that any employee using a respirator voluntarily is medically able to use that respirator, and that the respirator is cleaned, stored and maintained so that its use does not present a health hazard to the user.

Recordkeeping:

Records pertaining to the respiratory protection program will be maintained by the safety coordinator. The safety coordinator will keep the following records:

- Written copy of the current respiratory protection program
- Respiratory Hazard Assessment Forms
- Medical evaluation records
- Fit-testing records
- Training records
- Inspection records for emergency respirators
- Respiratory Protection Program Evaluation Forms
- Warnings issued to employees for not following the respiratory protection program

I, (Print Employee's Name) have read and understand the respiratory protection program at (Organization Name).

Employee Name: _____

Date: _____