

RESPIRATORY PROTECTION PROGRAM (29 CFR 1910.134)

- 1. INTRODUCTION** - The purpose of this respirator program is to establish standard operating procedures to ensure the protection of all employees from respiratory hazards through proper selection and use of respirators. This program applies to all employees who are required to wear respirators during normal operations or non-routine tasks. Management commitment to the Respiratory Protection Program is imperative to reduce the potential for employee exposure to respiratory hazards. If the procedures within this policy are not followed there is the potentiality for injury to the respiratory tract. Keeping the employees safe around respiratory irritants or hazards as they work must be a priority. [Covid-19 Temp Guidance](#)
- 2. SCOPE** - This policy applies to all faculty and staff.
- 3. RESPONSIBILITIES** -
- a. Program Administrator** - St. Norbert College has designated the Human Resources (HR) Environmental Health and Safety Specialist as the program administrator(s) to oversee the respiratory protection program. Duties of the program administrator(s) include:
 - i. Identifying work areas, processes or tasks that require workers to wear respirators, and evaluating hazards.
 - ii. Selecting respiratory protection options.
 - iii. Monitoring respirator use to ensure that respirators are used in accordance with their certifications.
 - iv.

The results of the hazard evaluation will be located at the affected department as well as in the HR department.

The HR Environmental Health and Safety Specialist will revise and update the hazard assessment as needed (i.e., any time work process changes which may potentially affect exposure).

b. General requirements

- i. The employer shall select and provide an appropriate respirator from a sufficient number of respirator models and sizes so that the respirator is acceptable to, and correctly fits the user.
- ii. The selected respirator is based on the respiratory hazard(s) to which the worker is exposed, the work environment, and user factors that affect respirator performance and reliability.
- iii. If a NIOSH-certified respirator is selected it shall be used in compliance with the conditions of its certification.
- iv. The employer shall identify and evaluate the respiratory hazard(s) in the workplace; this evaluation shall include a reasonable estimate of employee exposures to respiratory hazard(s) and an identification of the contaminants chemical state and physical form. Where the employer cannot identify or reasonably estimate the employee exposure, the employer shall consider the atmosphere to be IDLH.

c. Respirators for Immediately Dangerous to Life and Health (IDLH) atmospheres-

The employer shall provide the following respirators for employee use in IDLH atmospheres:

- i. A full facepiece pressure demand SCBA certified by NIOSH for a minimum service life of thirty minutes, or
- ii. A combination full facepiece pressure demand supplied-air respirator (SAR) ~~with~~ auxiliary self-contained air supply. LEHBP
- iii. Respirators ~~with~~ ^{ability}

certification. Also, all filters, cartridges, and canisters must be NIOSH approval label. The label must not be removed or defaced.

6. RESPIRATOR USE - MANDATORY or VOLUNTARY

considered "mandatory Respirator Areas". Examples of areas include any work to abate ACM by trained and authorized personnel, any work inside of main Campus boilers, or any spray painting that might occur in areas with inadequate ventilation. Respirators may also be mandatory when determined by the HR Environmental Health and Safety Specialist they will be identified as "Mandatory Respirator Areas;" so long as it is determined that wearing the respirator is necessary to protect the worker from a hazard itself.

Respirators may be used on a voluntary basis in areas that are not designated as "Mandatory Respirator Areas;" so long as it is determined that wearing the respirator is necessary to protect the worker from a hazard itself.

The impacted department manager along with the HR Environmental Health and Safety Specialist shall authorize voluntary use of respiratory protection for other workers on a case-by-case basis, depending on specific results of the medical evaluations.

7. RESPIRATOR FILTER & CANISTER REPLACEMENT

An important part of the Respiratory Protection Program includes the replacement of canisters and filters used on air purifying respirators. Each filter or canister must have an end-of-service-life indicator (ESLI) certified by NIOSH. If there are no ESLI appropriate for conditions, a change schedule for replacement shall be based on objective information or data that will ensure that canisters/filters are changed before the end of their service life. Cartridges/Filters shall be replaced based on the most limiting factor below:

- a. Prior to expiration date
- b. Manufacturer's recommendations for use and end of service life
- c. After each use
- d. When requested by employee
- e. When restriction to air flow has occurred as evidenced by the employee unable to breathe normally

8. MEDICAL EVALUATION - Employees who are required to wear respirators must be medically evaluated before being permitted to wear a respirator.

Employees are not permitted to wear respirators until a physician or licensed health care professional has determined that they are medically able to do so. A licensed health care professional will provide the medical evaluation to employees. Medical evaluation procedures are as follows:

- a. The medical evaluation will be conducted using a questionnaire and a physical examination.

- b.** To the extent feasible, St. Norbert College will assist employees who are unable to read the questionnaire. If necessary, the employee will be sent directly to the health care professional for assistance and medical evaluation.
- c.** 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 health care professional. Employees will be permitted to fill out the questionnaire during the course of their normal duty day. + s
- d.** Follow up medical exams will be provided to employees as required by the OSHA

- c.** Whenever visual observations of changes in the employee's physical condition that could affect respirator fit. Such conditions include, but are not limited to,
 - i. facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight; and
 - ii. Upon employee notification that the fit of the respirator is unacceptable.
- d.** St. Norbert College has established a record of the fit tests administered to employees including:
 - i. The name or identification of the employee tested;
 - ii. Type of fit test performed; d;

successful selection and fit because the devices will not deliver the assumed protection unless they are kept in good working order.

- d. Cleaning & Disinfecting** - The department manager provides each user with a respirator that is clean, sanitary, and in good working order and will ensure that respirators are cleaned and disinfected weekly or as often as necessary to be maintained in a sanitary condition. Respirators are cleaned and disinfected using the procedures specified in [Appendix B-2](#) of the [Respiratory Protection Manual](#). Respirators are cleaned and disinfected:
- i. As often as necessary when issued for the exclusive use of one employee;
 - ii. Before being worn by different individuals;
 - iii. After each use for emergency use respirators; and
 - iv. After each use for respirators used for fit testing and training.
- e. Storage** - Storage of respirators must be done properly to ensure that the equipment is protected and not subject to environmental conditions that may cause deterioration. Ensure that respirators are stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals as well as in accordance with any applicable manufacturer's instructions.
- f. Respirator Inspection** - Employee

2. Head straps:
 - a. breaks or tears
 - b. broken buckles
3. Valves:
 - a. residue or dirt
 - b. cracks or tears in valve material
4. Filters/Cartridges:
 - a. approval designation
 - b. gaskets
 - c. cracks or dents in housing
 - d. proper cartridge for hazard
5. Air Supply Systems:
 - a. breathing air quality/grade
 - b. condition of supply hoses
 - c. hose connection

j. Medical signs and symptoms limiting the effective use of respirators

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

12. PROGRAM EVALUATION - The HR Environmental Health and Safety Specialist will conduct periodic evaluations of the workplace to ensure that the provisions of this program are being implemented. The evaluation will include regular consultations with employees who use respirators and their managers, site inspections, air monitoring and review of records. Identified problems will be noted and addressed by the HR Environmental Health and Safety Specialist. These findings will be reported to the respective department manager, and the report will list plans to correct deficiencies in the respirator program and target dates for the implementations of those corrections.

13. DOCUMENTATION AND RECORDKEEPING - Maintained in the employee's confidential medical file 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. Training records shall be maintained at the affected department's manager by the HR Environmental Health and Safety Specialist.

14. PROGRAM REVIEW AND UPDATE - This policy shall be reviewed and updated on an annual basis or sooner if necessary.

Date	Update or Revision	By Whom
02/08/2018	Respiratory Protection Program-Written and Reviewed	C. Woller and M. Eddy
6/22/18	Applied E. Jahnke's recommendations	M. Eddy
10/30/18	Update paragraph 6	S. Brinkman

Appendix 1

HAZARD ASSESSMENT

Date: _____

Department	Contaminants	Exposure Level (8 hrs TWA)	PEL	Controls