A. At the request of the College Safety Committee, an assessment of the workplace shall be conducted by the Safety Programs Coordinator – Public Safety when notified by a department to determine if hazards are present, or likely to be present, which necessitates the use of personal protective equipment (PPE). The Program Coordinator of Safety – Department of Public Safety shall verify, in writing, that the workplace hazard assessment has been performed. This verification shall include the dates of the assessment and who conducted the assessment.

B. If PPE is required, the department manager is responsible for selecting the appropriate equipment which meets OSHA specifications (in conjunction with the Program Coordinator of Safety – Department of Public Safety), communicating the need for such equipment to the affected employees, requiring the use of necessary equipment, and ensuring that the equipment is not damaged or defective.

C. The department managers through the Program Coordinator of Health & Safety – Human Capacity Development will coordinate training for all employees who are required to wear PPE. The training shall include: when PPE is necessary, what PPE is necessary, how to properly put on, take off, adjust, and wear PPE; the limitations of PPE, the proper care, maintenance, useful life, and disposal of PPE.

D. Employees who are required to use PPE shall be required to demonstrate an ability to properly use PPE before being allowed to perform work which requires the use of PPE.

E. Annual training will be required to address changes in the workplace and types of PPE.

F. All required training regarding PPE will be documented in writing. This documentation which will certify that the employee has received and understood the required training and shall contain: the name of each employee trained, the date(s) of training, and the PPE trained on (department specific).

G. Approved protective equipment, including personal protective equipment for hands, eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided by the College where required. All employees exposed to hazards shall use equipment whenever necessary and shall maintain equipment in a sanitary and reliable condition. All PPE shall meet all current requirements as specified by OSHA.

H. Approved hand protection shall be worn by employees when hands are exposed to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, and harmful temperature extremes. The selection of appropriate hand protection shall be based on the performance characteristics of the hand protection relative to the task(s) to be performed, conditions present, duration of use and the hazards and potential hazards identified.
PERSONAL PROTECTION  
(Hand, Eye, Face, Head, Foot, and Respiratory)  
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I. Appropriate ANSI (American National Standards Institute) approved protective eye and face equipment must be worn when there is reasonable probability of injury that can be prevented by use of such equipment. This equipment will be provided by the college for situations such as where machines or operations present the hazard of flying objects, glare, liquids, injurious radiation, or a combination of these hazards.

J. Further, employees whose vision requires the use of corrective lenses and are required to wear eye protection shall wear corrective goggles or glasses that meet OSHA standards and which provide for the necessary corrections. The College shall provide these goggles or glasses.

K. Employees requiring helmets in order to protect them from injury shall have helmets provided to them by the College which meet the specifications established by ANSI for Industrial Head Protection.

L. Safety-toe footwear for employees shall meet the requirements and specifications by ANSI for Safety-Toe Footwear. The College shall provide this footwear.

M. NIOSH/MSHA approved respiratory protection shall be used in the control of those occupational diseases caused by breathing air contaminated with harmful dusts, fogs, sprays, fumes, vapors, mists, gases, or smoke. The College shall provide this equipment.

N. It shall be the responsibility of each department to establish written procedures for the selection and use of respiratory protection following the suggested "respiratory program" included in Appendix A of this policy. Written procedures shall include the use of respiratory equipment in a hazardous atmosphere under normal circumstances as well as in emergencies. In situations where the wearer with failure of the respirator could be overcome, at least one additional person shall be present. The written program for maintenance and care of respiratory equipment shall include inspection for defects, cleaning and disinfecting, repair and storage. A record shall be kept of inspection dates and findings in accordance with Appendix A.

O. Respiratory protection shall be selected on the basis of the hazard to which the person will be exposed. Proper selection shall be made in accordance with current regulations.

P. Respirators shall be regularly cleaned, disinfected, and stored in a convenient and sanitary location. Respirators shall be inspected during cleaning. Worn or deteriorated parts shall be replaced.

Q. Competent instructors regarding the selection, use, proper fitting, cleaning, and limitations of respiratory protection shall give proper training. Training shall provide the opportunity to handle the respirator, have it fit properly, test the seal, and wear it in order to develop an appropriate level of comfort including wearing it in a test atmosphere.
A SUGGESTED DEPARTMENTAL RESPIRATOR PROGRAM

I. **Introduction**

There are processes or work procedures in our facility which may result in employee overexposure to regulated chemicals. Respirator use is necessary to help reduce these exposures.

This "Suggested Respirator Program" outlines accepted practices for respirator use and provides information for training and guidance on the proper selection, use, and care of respirators.

II. **College and Employee Responsibility**

A. College's Responsibility

1. Respirators shall be provided by the college when they are necessary to protect employee health.

2. The respirator provided shall be suitable for the intended use.

3. The College shall be responsible for establishing and maintaining a respiratory protection program whenever respirators are used. Each department shall be responsible for their individual program. The program administrator shall be the Safety Programs Coordinator – Public Safety.

B. Employee Responsibility

1. The employee shall use the respiratory protection in accordance with instructions and training received.

2. The employee shall guard against damage to the respirator.

3. The employee shall report any trouble with or malfunction of the respirator to his/her supervisor.

III. **Maintenance and Care of Respirator**

A. Inspection
1. All respirators shall be inspected routinely before and after each use.

2. Respirators kept for emergency use shall be inspected after each use and at least monthly to ensure they are in working condition.

3. A departmental record shall be kept of inspection dates and findings for respirators maintained for emergency use.

4. Respirator inspection shall include checking:
   a. the tightness of connections and the condition of the face piece.
   b. the straps and/or harness.
   c. the inhalation and exhalation valves.
   d. the connecting tube and cartridges/canisters.
   e. rubber or elastomer parts for pliability and deterioration.
   f. the regulators and warning devices on supplied air respirators.

B. Cleaning and Disinfecting Face pieces

1. Respirators should be cleaned after each use.

2. Cleaning Procedure
   a. Remove the filter/cartridges, straps and disassemble the respirator.
   b. Inspect all parts; discard all defective ones.
   c. Wash all respirator parts (except cartridges and elastic straps) in a cleaner-disinfectant solution (a disinfectant can also be used after regular cleaning at about 110 degrees F. Use a soft bristle brush to remove dirt. Always follow the manufacturer's instructions for cleaning and sanitizing.
   d. Thoroughly rinse in clean, warm water.
   e. Air dry in a clean area (parts must be dry before re-assembly).
   f. Reassemble the respirator and insert new filter/cartridges and parts as necessary.
g. Place the respirator in a sealed plastic bag for storage.

h. Single use disposable respirators should be used for one shift only and need no cleaning and disinfecting.

C. Storage of Respirators

1. After inspection, cleaning and repair, respirators shall be stored to protect against dust, sunlight, temperature extremes, excessive moisture or damaging chemicals.

2. Respirators placed at stations or work areas for emergency use should be:
   (a) stored in compartments built for that purpose,
   (b) quickly accessible at all times and
   (c) clearly marked.

3. Storage should be in a safe location so attempting to retrieve a respirator does not endanger the employee.

4. Respirators should be stored in clean, sealed plastic bags when possible.

5. Respirators shall not be placed in such places as lockers or toolboxes unless they are in protective cartons.

6. Respirators shall be packed or stored so that the face piece and exhalation valve will rest in a normal position.

IV. Medical Limitations

A. Persons should not be assigned tasks requiring the use of respirators unless they are physically able to perform the work and use the respiratory protection equipment.

B. The respirator user's medical status shall be reviewed annually.

V. Selection, Issuance and Training Practices

A. Selection of Respirators

1. Respirator type and make will be selected in accordance with the respirator program based on air sampling data, fitting information (proper fit, comfort, etc.) and other pertinent data, along with recommendations from the Program
2. Only respirators approved by the National Institute for Occupational Safety and Health/Mine Safety and Health Administration may be used.

3. The proper respirator for the specific hazard involved will be selected in accordance with the manufacturer's instructions and other guidelines or requirements (OSHA or ANSI standards, NIOSH, etc.). NOTE: Air purifying respirators shall not be used in atmospheres containing less than 19.5% oxygen.

4. Respirator fit testing (quantitative/qualitative) shall be conducted to determine the proper fit and thereby the proper respirator for each employee. Fit testing should be done annually and when employee facial shape changes occur, such as after significant weight gain or loss, or dentures are fitted. Also refer to section VI - F of this program concerning fit checks before each respirator use.

B. Issuance of Respirators

1. The College will determine if a respirator is needed.

2. Air sampling data will be used to determine whether a respirator is needed and which type is necessary.

3. A representative number of employees will be required to wear breathing zone air sampling equipment when air-sampling studies are being carried out. These studies will be done from time to time to assess the work environment to decide if a respirator is necessary and that the proper one is being used.

C. Training Must Include:

1. Instruction in the nature of the hazard, and an honest appraisal of what may result if the respirator is not used or used improperly.

2. An explanation of why engineering or other controls are not immediately possible and what effort is being made to eliminate the need for respirators.

3. An explanation of why this is the proper type of respirator for the particular hazard.

4. An explanation of the care, cleaning and inspection programs.

5. A discussion of the respirator's capabilities and limitations.
6. Instruction, training, and supervision in actual use to ensure proper use.

7. Any other emergency or special instruction.

VI. Operating Procedures for Respirators

A. The College will provide proper storage and cleaning of respirators. They will be cleaned and disinfected daily or after each individual use.

B. Respirators must be stored in the proper area when not in use.

C. Whenever respirators are not in use, they should be stored in a clean plastic bag.

D. A respirator shall not be worn when conditions prevent a good face seal (such as a growth of beard or missing dentures).

E. Before using a respirator, the employee must make an inspection of tightness of connections and the condition of the face piece, headbands, valves, filter holders and filters. If any questionable items are found, have them corrected immediately or pull the respirator from service.

F. To ensure proper protection, the wearer before each use must check the face piece fit.

1. Positive pressure check: Close off the exhalation valve with your hand or other item (e.g., plastic bag). Gently blow into the mask. The face fit is satisfactory if pressure can be built up inside the mask without any air leaking out between the mask and the face of the wearer.

2. Negative pressure check: Close off the inlets of the cartridge with the palm of your hand or other item or remove the cartridges and cover the holes.

3. Inhale gently so that a vacuum occurs within the face piece. Hold your breath for 5 to 10 seconds. If the vacuum remains, the respirator fits properly.

VII. Toxic Atmospheres

In emergency situations where an atmosphere exists in which the respirator user could be overcome by a toxic or oxygen-deficient atmosphere, the following procedures shall be observed: (Note: specific guidelines and requirements on confined space entry should be
A. Never enter a dangerous atmosphere without first obtaining the proper personal protective equipment and air monitoring equipment. Next, obtain permission to enter from the person in charge of the respirator program or a supervisor or other person if a confined space entry is involved.

B. Never enter a dangerous atmosphere without at least one additional person present. He/she must remain in a safe area.

C. Communications (voice, visual, or signal line) must be maintained between both individuals and all present.

D. Persons remaining in the safe area must have the proper rescue equipment to enable them to aid the person in the dangerous atmosphere if problems are encountered. For example, if airline respirators are used for entry, self-contained breathing apparatus (SCBA's) must be used for rescue.

VII. **Control and Evaluation of Respirator Program**

In order to maintain an effective respiratory protection program, control and feedback on how the program is functioning is necessary. With such methods, improvements can be made and deficiencies eliminated.

A. Wearer Acceptance Includes:

1. Comfort.
2. Ability to breathe without objectionable effort.
3. Adequate visibility under all conditions.
5. Ability to perform all tasks without undue interference.
6. Confidence in the face piece fit.

B. Examination of Respirators in Use
1. Even though a respirator is worn conscientiously, the protection provided is no better than the respirator in use.

2. A qualified individual to assure that respirators are properly selected, used, cleaned and maintained shall conduct frequent random inspections.

CHECKLIST FOR RESPIRATOR PROGRAM INSPECTION

ADMINISTRATION OF PROGRAM

Is one individual vested with authority for the program?

____________________________________________ (Name)

Program administrator qualified? (Knowledgeable in all aspects of the program and equipment used?)

SOPs

Policy Statement?

Detailed SOP covering training and education of user?

Detailed SOP on fitting procedures?

Detailed SOP on cleaning and maintenance?

Detailed SOP for selection and use (includes possible emergencies)?

Detailed SOP for inspection?

PROGRAM INSPECTION

Respirators used only when necessary? (Engineering controls not feasible or being instituted?)

Training and education of user?

Fitting of respirators?

Type of fit test: Qualitative  Quantitative
If quantitative fit testing: is the testing equipment adequate and in good condition?

Fitting tests performed properly? Do they follow an accepted protocol, like Appendix D of the OSHA Lead Standard?

**PERSONAL PROTECTION**

Instructor knowledgeable and competent?

Are adequate records maintained?

**Selection, Use and Issue**

Selection by qualified, competent individual?

Record of issue?

Proper labeling of personal-issue respirators?

Are respirators being used properly?

Using approved or accepted respirators?

Sufficient protection afforded by respirators?

**Cleaning and Maintenance**

Cleaner-disinfectant used for washing?

Wash water temperature 110 degrees F. or manufacturer's recommendation. (Air dry temperature correct, too?)

Washing: Hand Machine

Drying: Air Machine or Cabinet

Complete inspection and repair after laundering (including leak check)?

Respirators individually bagged after cleaning and repair?

**Storage**
Clean area (not likely to become contaminated)?

Controlled temperature, not exposed to direct sunlight?

Storage cabinets, bins or shelves?

Clearly labeled?

**PERSONAL PROTECTION**

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**Inspection**

Emergency devices?

How often (at least monthly)?

**Surveillance of Program**

Continuing?

How (bioassays, air sampling, etc.)?
CHECKLIST FOR RESPIRATOR PROGRAM EVALUATION

1. Are engineering controls used where feasible for the control of employee overexposure?

2. Does the employer provide respirators when necessary?

3. Does the employee use the respirator in accordance with instructions and training (s)he received?

4. Are written operating procedures which govern the selection and use of the respirators available?

5. Are respirators selected based on the particular hazard?

6. Did the employee receive training in the proper use of the respirator and is (s)he instructed as to its limitations?

7. Are respirators assigned to individuals when practical?

8. Are respirators cleaned and disinfected on a regular basis? (when used by more than one person, after each use, when individually assigned, after each day's use.)

9. Are respirators stored in a convenient, clean, and sanitary location?

10. Are respirators inspected during cleaning and are Deteriorated/defective parts replaced?

11. Are respirators used for emergencies inspected on a monthly basis (at least) and after each use and is documentation kept of the inspections?

12. Is appropriate surveillance of the work area conducted?

13. Is the continued effectiveness of the respirator program determined through regular evaluations?

14. Before employees are assigned a task which requires respirator use, have a certified PLHCP determined whether the employee can medically perform the work
while using the equipment?

**PERSONAL PROTECTION**

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Yes  No

15. Is the medical status of all employees who wear respirators periodically checked?

16. Are all respirators in use NIOSH/MSHA-approved?

17. Is the respirator selected using the criteria of the American National Standard, Practices for Respiratory Protection Z88.2-1969? (Z88.2-1992 is a better choice.)

18. Does breathing air meet the requirements for Grade D air?

19. Are steps taken to ensure that compressed oxygen is never used in a system designed to use compressed Grade D breathing air?

20. Are steps taken to prevent oxygen use in all supplied-air respirators? (except for closed-circuit SCBAs)

21. Is the compressor used for supplying air equipped with necessary safety and standby devices?

22. Is the compressor designed, constructed, and used so that its exhaust does not re-enter the system?

23. Does the compressor have in-line air purifying devices?

24. Is the receiver of sufficient capacity to allow the user to escape should the compressor fail?

25. Are alarms present in the system to indicate compressor failure and over-heating?

26. If the compressor is of the oil-lubricated type, does it have a high-temperature or carbon monoxide alarm or both?

27. Are respirator air-line couplings incompatible with all other gas system fittings?

28. Are breathing air containers properly marked?

29. When respirators are individually assigned, are they durably marked as to identify the user?
30. Is a record maintained which shows the date the respirator was issued?

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31. Are personnel familiar with the written procedure covering the use of respirators in dangerous atmospheres and the use of the respirators in emergencies?

32. Are steps taken to ensure that there is at least one additional person present when a person wearing an air-line respirator could be overcome by a toxic or oxygen deficient atmosphere?

33. Is communication (visual, voice or signal line) maintained between all individuals present in toxic or oxygen deficient atmospheres?

34. Do emergency plans exist and is proper rescue equipment present?

35. Are respirators being used in atmospheres immediately dangerous to life or health?

36. When persons are using air-line respirators in atmospheres immediately dangerous to life or health, is the respirator equipped with suitable escape provisions?

37. Are frequent random inspections performed to assure that all respirators are properly selected, used, cleaned and maintained?

38. Does the training of employees who use respirators include: proper fitting; testing face-piece-to-face seal; wearing the respirator in normal air for a familiarity period and wearing it in a test atmosphere?

39. Are employees instructed not to wear beards, sideburns, skull caps or glasses that might project under the respirators?

40. Does the employee check the respirator for proper fit each time it is donned? (positive/negative pressure fit check).

41. Are provisions made for people who wear corrective glasses and also use a respirator?

42. Are SCBAs inspected monthly?

43. Is a record maintained of inspection dates and findings for emergency use equipment?
44. Is replacement or repair of respirators accomplished with designated parts only by experienced people?

Yes  No

45. Are admission or reducing valves or regulators adjusted or repaired by the manufacturer or a trained technician?

46. Are employees instructed in the correct way to store respirators?

47. Is the location of all emergency respirators clearly marked?

48. Are checks made to ensure that employees are not storing respirators in tool boxes or lockers without first placing them in a proper container?

49. Are respirators stored or packed so that the face piece and exhalation valve rest in a normal position?