

# SUPPLIED AIR RESPIRATORY PROTECTION PROGRAM

PRESENTED BY



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These guidelines are intended to provide information to assist in the development of a respiratory protection program. This information is limited to supplied air respirators under normal conditions of use. This guide was derived from OSHA standards and interpretations.

Updated 6/13/07

**(COMPANY)**  
**SUPPLIED AIR RESPIRATORY PROTECTION PROGRAM**

**Purpose**

This company has determined that employees in the area listed below are exposed to respiratory hazards greater than the applicable regulatory standards. While our goal is to eliminate these hazards, the employees in these areas will wear respirators as prescribed in this program. This program will stay in affect until the hazards are eliminated or lowered to a level below the standards.

**Scope and Application**

This program applies to all employees who wear respirators during normal work operations, and to certain employees designated to respond to emergencies. Respirators are used in the areas as stated in the following table:

**TABLE 1**

**RESPIRATOR USAGE**

<b><u>EMPLOYEE</u></b>	<b><u>PROCESS</u></b>	<b><u>RESPIRATOR TYPE</u></b>	<b><u>CONTAMINANT</u></b>
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## RESPONSIBILITIES

### Program Administrator

The Administrator of our company is \_\_\_\_\_ and is responsible for administering the respiratory protection program. Duties of the program administrator include:

1. Identifying work areas, processes or tasks that require workers to wear respirators, and evaluating hazards.
2. Selection of respiratory protection options.
3. Monitoring respirator use to ensure that they are used in accordance with their certifications.
4. Arranging for and conducting training.
5. Ensuring proper storage and maintenance of respiratory protection equipment.
6. Conducting qualitative fit testing.
7. Administering the medical surveillance program.
8. Maintaining records required by the program.
9. Evaluating the program.
10. Updating written program, as needed.

### Supervisors

Supervisors are responsible for ensuring that the respiratory protection program is implemented in their particular areas. In addition to being knowledgeable about the program requirements for their own protection, supervisors must also ensure that the program is understood and followed by the employees under their charge. Duties include:

- Ensuring employees under their supervision have received appropriate training, fit testing, and annual medical evaluation appropriate respirators and accessories.
- Being aware of tasks requiring the use of respiratory protection.
- Enforcing the proper use of respiratory protection when necessary.
- Ensuring that respirators are properly cleaned, maintained, and stored according to the respiratory protection plan.
- Ensuring that respirators fit well and do not cause discomfort.
- Continually monitoring work areas and operations to identify respiratory hazards. Coordinating with the Program Administrator on how to address respiratory hazards or other concerns regarding the program.

## Employees

All employees have the responsibility to wear their respirator when and where required and in the manner in which they were trained. Employees must also:

- Care for and maintain their respirators as instructed, and store them in a clean sanitary location.
- Inform their supervisor if the respirator no longer fits well, and request a new one that fits properly.
- Inform their supervisor or the Program Administrator of any respiratory hazards that they feel are not adequately addressed in the workplace and of any other concerns that they have regarding the program.

## Program Elements

### Selection Procedures

The Program Administrator will select respirators to be used, based on the hazards to which workers are exposed and in accordance with all OSHA standards. The Program Administrator will conduct a hazard evaluation for each operation, process, or work area where airborne contaminants may be present in routine operations or during an emergency. The hazard evaluation will include:

- 1) Identification and development of a list of hazardous substances used in the workplace, by department, or work process.
- 2) Review of work processes to determine where potential exposures to these hazardous substances may occur. This review shall be conducted by surveying the workplace, reviewing process records, and talking with employees and supervisors.
- 3) Exposure monitoring to quantify potential hazardous exposures.

### *Updating the Hazard Assessment*

The Program Administrator must revise and update the hazard assessment as needed (i.e., any time work process changes may potentially affect exposure). If employees feel that respiratory protection is needed during a particular activity, they are to contact their supervisor or the Program Administrator. The Program Administrator will evaluate the potential hazard, arranging for outside assistance as necessary. The Program Administrator will then communicate the results of that assessment back to the employees. If it is determined that respiratory protection is necessary, all other elements of this program will be in effect for those tasks and this program will be updated accordingly.

## *NIOSH Certification*

All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification. All components of a supplied air system must have the same certification number. Parts may not be mixed.

## **Medical Evaluation**

The program administrator will ensure that employees covered by the respiratory protection program are certified by a physician as capable of utilizing the prescribed respirator without posing a risk to the employee's health. No employee will be allowed to wear a respirator without being first certified by a physician.

A licensed physician at \_\_\_\_\_, where all company medical services are provided, will provide the medical evaluations. Medical evaluation procedures are as follows:

- The medical evaluation will be conducted using the questionnaire provided in 1910.134, Appendix C. The Program Administrator will provide a copy of this questionnaire to all employees requiring medical evaluations. The employee completes the enclosed questionnaire, places it into the provided envelope, seals it and returns it to the program administrator. The questionnaire may not be viewed by any company managers. It will be forwarded to the physician. He may certify based on the questionnaire or require a physical examination. A yes answer to any question requires a physical examination.
- To the extent feasible, the company will assist employees who are unable to read the questionnaire (by providing help in reading the questionnaire). When this is not possible, the employee will be sent directly to the physician for medical evaluation.
- Employees will be permitted to fill out the questionnaire on company time.
- Follow-up medical exams will be granted to employees as required by the standard, and/or as deemed necessary by the physician.
- All employees will be granted the opportunity to speak with the physician about their medical evaluation, if they so request.
- The Program Administrator has provided the physician with a copy of this program, a copy of the Respiratory Protection standard, the list of hazardous substances by work area, and for each employee requiring evaluation: his or her work area or job title, proposed respirator type and weight, length of time required to wear respirator, expected physical work load (light, moderate, or heavy), potential temperature and humidity extremes, and any additional protective clothing required.
- After an employee has received clearance and begun to wear a respirator,

additional medical evaluations will be provided when an employee reports signs and/or symptoms related to their ability to use a respirator, such as shortness of breath, dizziness, chest pains, or wheezing. The physician or supervisor informs the Program Administrator that the employee needs to be reevaluated. Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation. A change occurs in workplace conditions that may result in an increased physiological burden on the employee.

All examinations and questionnaires are to remain confidential between the employee and the physician.

### **Fit Testing**

Employees who are required to wear tight fitting face-piece will be fit tested:

- Prior to being allowed to wear any respirator with a tight fitting facepiece.
- Annually.
- When there are changes in the employee's physical condition that could affect respiratory fit (e.g., obvious change in body weight, facial scarring, etc.).
- After medical certification.

Employees will be fit tested with the make, model, and size of respirator that they will actually wear. Employees will be provided with several models and sizes of respirators so that they may find an optimal fit. The employee will perform a seal check prior to being fit-tested. A description of the fit-testing procedure will be reviewed with the employee prior to the test. No employee with facial hair that interferes with the face to face-piece seal will be fit-tested. Respirator face-pieces from different manufacturers with different sizes and models will be available for selection.

The Program Administrator will conduct qualitative fit tests following the \_\_\_\_\_ Protocol found in 1910.134, Appendix B. The employee will be exposed to the challenge agent while wearing their respirator face-piece. The employee will perform the following exercises during the fit-test. These are normal breathing, deep breathing, turning their head from side to side, moving head up and down, talking (Rainbow passage), grimace, bending over, repeat normal breathing. Each exercise will be performed for one minute except for grimacing which requires 15 seconds.

### **BREATHING AIR QUALITY**

Grade D breathing air will be supplied to respirator users. Grade D breathing air will have an oxygen content of 19.5 to 23.5%, hydrocarbon content of 5 mg/cubic meter or less, carbon monoxide content of 10 ppm or less, carbon dioxide content of 1000 ppm or less, and a lack of noticeable odor. Grade D breathing air will be provided by the use of \_\_\_\_\_. Samples of breathing air from this system will be obtained and analyzed to assure Grade D specifications are met.

## Respirator Use

### General Use Procedures.

- Employees will use their respirators under conditions specified by this program, and in accordance with the training they receive on the use of each particular model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer.
- All employees shall be permitted to leave the work area to go to the locker room to maintain their respirator for the following reasons: to clean their respirator if the respirator is impeding their ability to work, replace parts, or to inspect respirator if it stops functioning as intended. Employees should notify their supervisor before leaving the area.
- Employees are not permitted to wear tight-fitting respirators if they have any condition, such as facial scars, facial hair, or missing dentures, that prevents them from achieving a good seal. Employees are not permitted to wear headphones, jewelry, or other articles that may interfere with the facepiece-to-face seal.

### *Emergency Procedures/IDLH.*

*Entry into an IDLH atmosphere or for emergency procedures will be performed utilizing a \_\_\_\_\_ respirator. The area/procedure is \_\_\_\_\_. Entry requires an SCBA certified for a minimum of 30 minutes or supplied air system with a 5 minute escape bottle. Trained responders will be maintained at the entrance to an IDLH environment. Communications will be maintained by \_\_\_\_\_. These employees will have \_\_\_\_\_ respirator. Retrieval equipment will be available. An employee will remain outside the area to summon assistance.*

### *Respirator Malfunction*

Respirator users must inform their supervisor that the respirator no longer functions as intended, and go to the designated safe area to maintain the respirator. The supervisor must ensure that the employee receives the needed parts to repair the respirator.

## Cleaning, Maintenance and Storage

### Cleaning

Cleaning will be performed after each use in accordance with manufacturer's recommendations. The recommended cleaning procedure is to

\_\_\_\_\_.

## *Maintenance*

Respirators are to be properly maintained at all times in order to ensure that they function properly and adequately protect the employee. Maintenance will be performed in accordance with manufacturer's recommendation. This maintenance requires that \_\_\_\_\_ . Maintenance will be documented in a maintenance log. Filters or sorbent beds will be tagged with the date of change and signature of the person performing the maintenance.

## INSPECTION

All components of the supplied air respirator will be inspected before and after each use. It will be inspected to determine that all components are in good condition and appropriate NIOSH certified components are present. It will be inspected to assure that the air supply system has been appropriately maintained and is properly functioning. Any defects will be reported to the program administrator and repaired. The respirator must not be used until repairs are made. Emergency use respirators will be inspected every month. The unit will be tagged with the inspection date, inspector's name, finding and remedial actions performed.

## *Storage*

Supplied air respirators will be stored \_\_\_\_\_.

## **Training**

The Program Administrator will provide training to respirator users and their supervisors on the contents of the Respiratory Protection Program and their responsibilities under it, and on the OSHA Respiratory Protection standard. Workers will be trained prior to using a respirator in the workplace. Supervisors will also be trained prior to using a respirator in the workplace or prior to supervising employees that must wear respirators.

The training course will cover the following topics:

- the Respiratory Protection Program
- the OSHA Respiratory Protection standard
- respiratory hazards encountered and their health effects, proper selection and use of respirators
- limitations of respirators
- respirator donning and user seal (fit) checks
- fit testing
- emergency use procedures
- maintenance and storage
- medical signs and symptoms limiting the effective use of respirators

Employees will be retrained annually or as needed (e.g., if they change departments and need to use a different respirator). Employees must demonstrate their



understanding of the topics covered in the training through hands-on exercises and a written test: Respirator training will be documented by the Program Administrator and the documentation will include the type, model, and size of respirator for which each employee has been trained and fit tested.

### **Program Evaluation**

The Program Administrator will conduct periodic evaluations of the workplace to ensure that the provisions of this program are being implemented. The evaluations will include regular consultations with employees who use respirators and their supervisors, site inspections, air monitoring and a review of records.

Problems identified will be noted in an inspection log and addressed by the Program Administrator. These findings will be reported to the facility manager and the report will list plans to correct deficiencies in the respirator program and target dates for the implementation of those corrections.

### **Documentation and Record Keeping**

A written copy of this program and the OSHA standard is kept in the Program Administrator's office and is available to all employees who wish to review it.

The Program Administrator will maintain 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.

The Program Administrator will also maintain copies of the medical records for all employees covered under the respirator program. The completed medical questionnaire and the physician's documented findings are confidential and will remain at \_\_\_\_\_ . The company will only retain the physician's written recommendation regarding each employee's ability to wear a respirator.