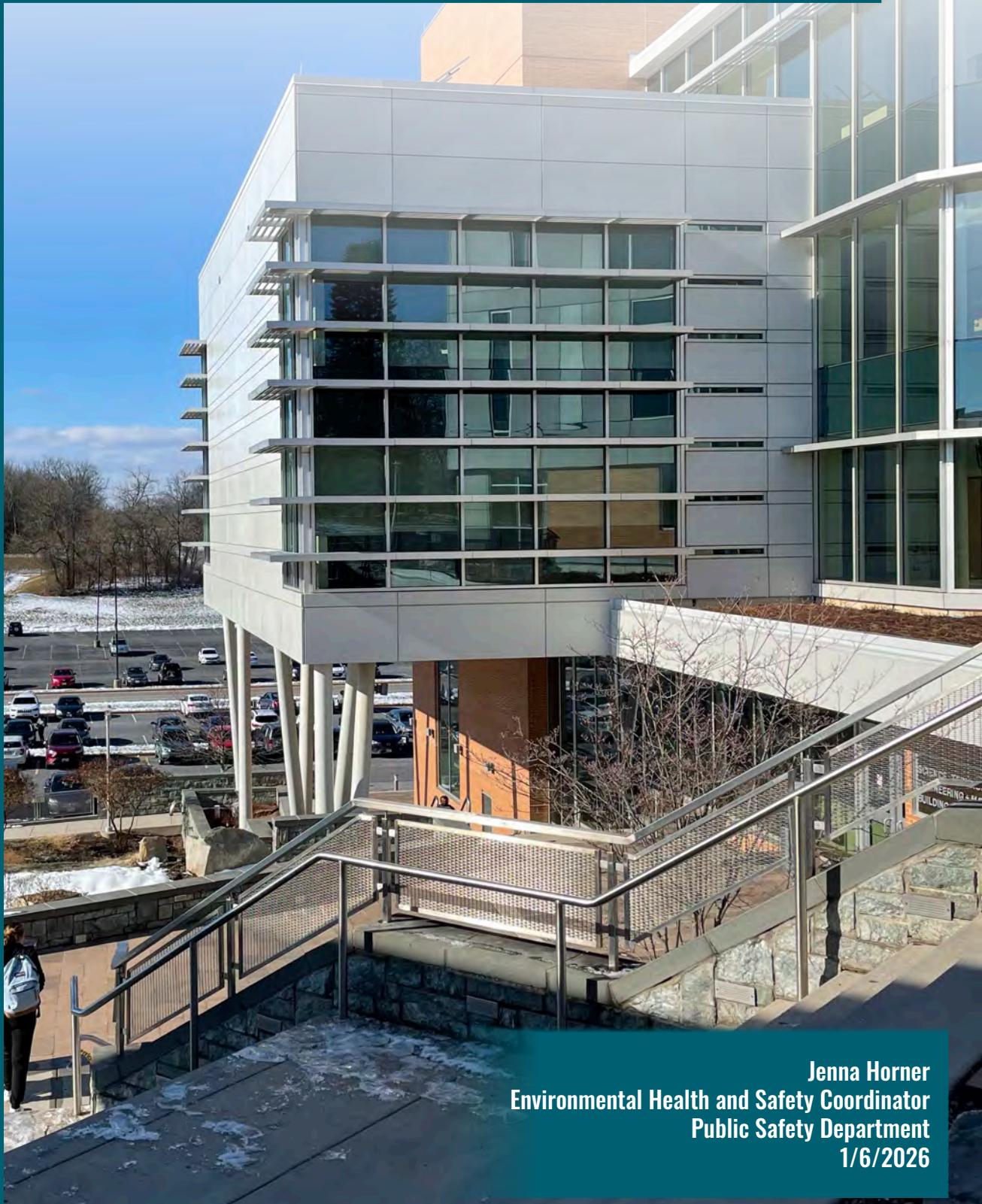




HAGERSTOWN COMMUNITY COLLEGE

# RESPIRATORY PROTECTION PROGRAM



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## **I. INTRODUCTION**

As part of the continuing effort to reduce exposure and risk to HCC employees, the Public Safety Department has implemented this Respiratory Protection Program to provide information on the use of respirators. This written plan sets performance provisions designed to protect employees from potential hazards and injury with the use of established procedures, equipment, personal protective equipment, and safe work practices.

## **II. SCOPE**

This program applies to HCC personnel whose activities expose them to airborne hazards, requiring the use of respirators. Engineering controls such as ventilation and substitution of less toxic materials are preferred protection methods. However, when engineering controls cannot reduce exposure to acceptable levels, the use of personal respiratory protective equipment becomes necessary.

Employees participate in the program at no cost to them. HCC will pay the costs for medical evaluation, fit testing, and respiratory equipment.

## **III. REGULATIONS AND GUIDELINES**

This written program is intended to comply with the requirements of the federal Occupational Safety and Health Administration (OSHA) Respiratory Protection Standard (29 CFR 1910.134) as monitored by Maryland Occupational Safety & Health (MOSH).

## **IV. DEFINITIONS**

### **Fit test**

The use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual.

### **Qualitative fit test (QLFT)**

A pass/fail fit test to assess the adequacy of respirator fit that relies on the individual's response to the test agent.

### **Quantitative fit test (QNFT)**

An assessment of the adequacy of respirator fit that relies on the individual's response to the test agent.

### **Air-purifying respirator**

A respirator with an air-purifying filter, cartridge, or canister that removed specific air contaminants by passing ambient air through the air-purifying element.

### **Cartridge**

A container with a filter, sorbent, or catalyst, or combination of these items, which removes specific contaminants from the air passed through the container.

### **Service life**

The period of time that a respirator, filter or sorbent, or other respiratory equipment provides adequate protection to the wearer.

### **Emergency situation**

Any occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment that may or does result in an uncontrolled significant release of airborne contaminant.

### **Oxygen deficient atmosphere**

an atmosphere with an oxygen content below 19.5% by volume.

### **User seal check**

An action conducted by the respirator user to determine if the respirator is properly sealed to the face

## **V. RESPONSIBILITIES**

### **The Department of Public Safety & Environmental, Health, and Safety (EHS) Coordinator**

The EHS Coordinator is responsible for administering the Respiratory Protection Program and has the following responsibilities:

- Identify tasks and hazards requiring respirators.
- Select appropriate respirators for employees.
- Ensure respirator use follows NIOSH certifications.
- Provide employee training.
- Oversee fit testing and medical evaluations.
- Maintain required records.
- Evaluate and update the program as needed.

### **Division Directors**

Division Directors are responsible for ensuring adequate resources and planning for respiratory protection within their divisions:

- Budget for employee fit testing and medical evaluation costs.
- Plan for and purchase necessary NIOSH approved respirators.

### **Supervisor**

Supervisors must ensure that the Respiratory Protection Program is implemented in their work areas. Supervisors and Division Directors share the following responsibilities:

- Recognize potential hazards and contact Public Safety for evaluation.
- Ensure employees are trained, fit-tested, and medically evaluated.
- Purchase appropriate respirators and accessories for employees.
- Enforce proper respirator use, when necessary.
- Oversee cleaning, maintenance, and storage of respirators.

### **Employees**

Employees must wear their respirators in the way they were trained and do the following:

- Recognize and report potential hazards to supervisor.
- Use respiratory protection as instructed.
- Attend training and fit testing annually.
- Inspect respirator for defects or missing parts.
- Clean and store respirator as instructed.
- Participate in medical evaluations as required.

## **VI. TRAINING**

No employee will be permitted to work with a respirator until he or she has received training in respiratory protection. The training will be provided and will cover the following topics:

- Explanation of the hazard and what would happen if respiratory protection was not used.
- Elements of the Respiratory Protection Program and the employee's responsibility.
- Selection of respiratory protection and who is authorized to modify the selection.
- The purpose of the fit test and medical evaluation requirements.
- Function, capabilities, and limitations of the selected respiratory protection.
- Explanation of the operation of the respiratory protection, including how to don, check the fit, and wear the respirator properly.
- Respirator maintenance includes cleaning, inspection, and storage.
- Recognition and handling of emergency situations involving respirators.

## **VII. HAZARD EVALUATION**

The Public Safety Department will evaluate the need for respiratory protection. Specific jobs or activities that require the use of respiratory equipment will be determined. The EHS Coordinator will recommend to the department supervisor/division director in writing which employees, if any, be included in the Respiratory Protection Program. The department supervisor may request an evaluation by submitting a [Request for Respirator Need Assessment](#).

To determine the need for respiratory protection, the hazards must be identified and evaluated. Upon request from the department, the EHS Coordinator will review a job/activity in the department/division. Air monitoring, in accordance with accepted industrial hygiene practices, may be performed to evaluate a work area or a particular activity. Monitoring will help identify those areas or activities which require engineering controls, administrative controls, or, if those are not feasible, respiratory protection.

If it is determined that respiratory protection is not necessary or required under the standard, an employee may use his/her own respirator if the Public Safety Department determines that such respirator use will not in itself create a hazard. The Public Safety Department will provide the employee with [Appendix D](#), "Information for Voluntary Respirator Use."

Periodic measurement of the hazards is necessary to ensure that the proper type of respirator is being utilized. If conditions change, the Public Safety Department must be notified, so that the need for respiratory protection can be re-evaluated..

## **VIII. NIOSH CERTIFICATIONS**

All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and used according to the terms of that certification. All filters, cartridges, and canisters must be labeled with the appropriate NIOSH approval label; the label must not be removed or defaced.

## **IX. MEDICAL EVALUATIONS**

Employees who are required to wear respirators or who choose to wear respirators other than dust masks must have a confidential medical evaluation annually to ensure that their safety and health is not at risk. Employees are not permitted to wear respirators until a physician has determined that they are medically able to do so. Any employee refusing a medical evaluation will not be permitted to work in areas that require respirators.

A licensed physician at Meritus Health@Work will conduct medical evaluations.

- The medical evaluation will be conducted with the questionnaire in Appendix C, 1910.134.
- All affected employees will be given a copy of the medical questionnaire, and it must be returned to the physician. Employees will be permitted to fill out the questionnaire on company time.
- Follow-up medical exams will be granted to employees as required by 1910.134 or by the attending physician.

Additional medical evaluation will be provided under the following circumstances:

- The employee reports signs or symptoms related to his or her ability to use a respirator, such as shortness of breath, dizziness, chest pains, or wheezing.
- The Division Director or Supervisor informs the Public Safety Department that the employee needs to be re-evaluated.
- 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 potentially results in an increased physiological burden on the employee.

## **X. FIT TESTING**

Before any employee may be required to use a respirator with a negative or positive pressure tight-fitting face-piece, the employee must be fit tested with the same make, model, style, and size respirator that will be used. This applies to all tight-fitting respirators, including air purifying and SCBA. Fit testing will be repeated on an annual basis and usually on the day of the annual physical.

- Follow the fit-test procedures in [1910.134, Appendix A](#), regardless of the test method.

## **XI. RESPIRATORY INSPECTION AND MAINTENANCE**

Air purifying respirators should be cleaned by the user with warm water and a mild detergent and/or disinfected with alcohol after each use. Before donning each time, the respirator should be inspected for cracks, dents, or any other signs of wear. Respirators must be stored in a clean, dry place, out of direct sunlight and extreme temperatures.

Cartridges and filters should be replaced according to the manufacturer's recommendations, or sooner if breathing resistance is noticed. Cleaning and inspection procedures vary by respirator type and brand, as component parts differ.

## **XII. RECORDKEEPING**

For each employee assigned a respirator, the following records will be maintained in the noted locations:

Record Type	Responsible Location
Respirator Clearance (Medical Approval)	Human Resources; Department of Public Safety
Training Records	Department of Public Safety
Fit Testing Records	Human Resources; Department of Public Safety

All records related to respiratory protection will be available to the affected employee and his/her representative within forty-eight hours of receiving a written request to the Department of Public Safety.

## **XIII. PROGRAM AVAILABILITY**

A copy of this plan shall be made available to employees and their representatives upon request. This plan can also be found on the [HCC website](#).