

“The safety and health of our employees is our top priority. Everyone goes home safe and healthy – everyday.”

Respiratory Protection Program



SAMPLE PAGES

[Company name]

[Date Authorized]

[Version]

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Purpose

The purpose of this program is to protect (Company Name) employees from atmospheric hazards. The company has determined that some employees are exposed to respiratory hazards during routine and special operations. These hazards include wood dust, particulates, and vapors, and in some cases represent Immediately Dangerous to Life or Health conditions. This program establishes the policies and procedures necessary to protect employees from these hazards.

This program applies to all employees who are required to wear respirators during normal work operations, and during some non-routine or emergency operations, such as a spill of hazardous materials. Any employee who voluntarily wears a respirator when it is not required is subject to the requirements of this program.

Program Responsibilities

Management

Management has the following responsibilities:

1. To create and implement a respiratory protection program.
2. To identify areas or job tasks that require respiratory protection.
3. When possible, provide engineering solutions to eliminate respiratory hazards.
4. To obtain and provide proper OSHA approved respirators and associated equipment.
5. To monitor areas for new and changing respiratory hazards.
6. To train employees in the proper use of respiratory protection.
7. To provide all required personal protective equipment.
8. To provide respiratory medical screenings.
9. To authorize changes and revisions to the company respiratory protection plan.

Program Administration

The company respiratory protection program administrator is (Enter Name or Position). The responsibilities of the program administrator include:

1. To identify work areas, processes, or tasks that require workers to wear respirators, and to evaluate those areas for hazards.
2. To coordinate or conduct respiratory hazard analysis.
3. To aid in the selection of respiratory protection equipment.
4. To monitor respirator use to ensure that respirators are used in accordance with the program requirements.
5. To develop and implement special procedures required for respiratory protection.
6. To coordinate or conduct training with employees.

7. To ensure proper storage and maintenance of respiratory protection equipment.
8. To coordinate or conduct respirator fit tests.
9. To administer the medical surveillance program.
10. To maintain records required by this program.
11. To assist in the evaluation of this written program.
12. To facilitate communication between employees, supervisors, and management on respiratory protection issues.
13. To ensure this program is compliant with OSHA regulations.

Supervisors

Supervisors have the following responsibilities:

1. To monitor employees to ensure that they are working in accordance with the requirements of this program.
2. To ensure that employees have received appropriate training, fit testing, and annual medical evaluation.
3. To ensure the availability of appropriate respirators and accessories.
4. To ensure that employees wear the required respirator.
5. To ensure that respirators are properly cleaned, maintained, and stored according to the respiratory protection program.
6. To ensure that the respirator fits employees well and do not cause discomfort.
7. To monitor work areas and operations to identify respiratory hazards.
8. To coordinate with the program administrator on respiratory protection issues.

Employees

Employees have the following responsibilities:

1. To complete proper training before working in areas with respiratory protection hazards.
2. To use respiratory protection as required by this program.
3. To clean and maintain respirators as instructed.
4. To store respirators in a clean, sanitary condition.
5. To inform their supervisor if their respiratory protection no longer functions correctly.
6. To immediately alert a supervisor when new or changing hazards are identified.
7. To provide feedback to supervisors on respiratory protection issues.

Engineering Controls

The company's first priority for dealing with respiratory hazards is eliminating them. We will take all feasible steps to remove the respiratory hazards through the use of engineering controls. These controls may include:

1. Additional ventilation.
2. Substitution of less toxic chemicals.
3. Changes in work processes or design.

When engineering controls are not feasible or unable to completely control hazards, the company will provide and require employees to use respiratory protection. Respirators may also be needed to protect employee health during emergencies.

Respirator Selection Procedures

The Program Administrator will select respirators to be used based on the hazards to which workers are exposed to. A hazard evaluation will be conducted 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 all hazardous substances used in the workplace, by department or work processes.
2. Review of work processes to determine where potential exposures to these hazardous substances may occur. This can be accomplished by surveying the workplace, reviewing process records, and talking with employees and supervisors.
3. Exposure monitoring to quantify potential hazardous exposures. This monitoring will be performed by an atmospheric hazard assessment company.

Select Atmospheric Hazard Monitoring Company	
Company	
Contact	
Phone Number	
Fax	
Address	

Hazard Analysis, Results and Respirator Requirements

The results of the hazard analysis are listed in the following tables. Unless otherwise noted, the exposure is based on an eight hour time weighted average. All respirators and associated equipment must be certified by NIOSH.

Respirator Hazard Evaluation and Required Respiratory Protection			
Work Area/ Process:		Date Evaluated:	
Identified Contaminants	Wood dust	Quantity / Concentration:	2.5 – 7.0 mg/m ³
		Quantity / Concentration:	
		Quantity / Concentration:	

	Quantity / Concentration:
Process That Causes Release	Wood dust released from the sanding and cleaning process.
Additional Information and Comments	Ventilation controls near sanders are in place, but employees continue to be exposed to wood dust.
Required Respiratory Protection	Half-face piece air purifying respirators with P100 filters.
Additional Required PPE	Goggles are required while sanding.
Special Instructions	Employees will be provided with powered air purifying respirators if the employee cannot use regular air purifying respirators.

Respirator Hazard Evaluation and Required Respiratory Protection			
Work Area/ Process:		Date Evaluated:	
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Respirator Hazard Evaluation and Required Respiratory Protection

Work Area/ Process:		Date Evaluated:	
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Process That Causes Release	Wood dust released from the sanding and cleaning process.		
Additional Information and Comments	Ventilation controls near sanders are in place, but employees continue to be exposed to wood dust.		
Required Respiratory Protection	Half-face piece air purifying respirators with P100 filters.		
Additional Required PPE	Goggles are required while sanding.		
Special Instructions	Employees will be provided and required to wear air purifying respirators if the employee cannot use regular air purifying respirators.		

Hazard Assessment Review

The program administrator will review and update the hazard assessments (enter frequency) and as needed, if an employee feels that respiratory protection is needed during a particular activity, they must contact a supervisor who will inform the Program Administrator. The Program Administrator will evaluate the potential hazard, and arrange for additional controls if necessary. The results of this analysis will be communicated to employees. If respiratory protection is necessary, all other elements of this program will be in effect for those tasks, and the program will be updated accordingly.

Voluntary Use of Respirators

When employees voluntarily choose to wear respirators when they are not required, the Program Administrator will provide them with a copy of Appendix D of the respiratory protection standard. Employees who choose to wear half face piece air purifying respirators, or something more restrictive, must comply with the procedures for medical evaluation, respirator use, cleaning, maintenance and storage. The authorization of voluntary use of respiratory protective equipment will be made on a case by case basis, depending on the specific workplace conditions and the results of medical evaluations.

Procedures for Atmospheres Immediately Dangerous to Life and Health

The Program Administrator has identified the following areas as presenting the potential for IDLH conditions, as well as specific procedures for each area. For each IDLH worker, a safety monitor will remain outside the area and maintain constant voice and visual communication with the worker. In the event of an emergency requiring the standby person to enter the IDLH environment, the safety monitor shall immediately notify the Program Administrator and will proceed with rescue operations as required by this plan, the confined space program, or other applicable programs.

IDLH Area	Special Procedures

Air Quality

For supplied air respirators, Grade D breathing air will be used in the cylinders. The Program Administrator will coordinate deliveries of compressed air with (Enter Vendor Name). The vendor will certify that the air in the cylinders meet the specifications for Grade D breathing air.

The Program Administrator will maintain a minimum air supply of one fully charged replacement cylinder for each supplied air respirator. In addition, cylinders may be recharged from the breathing air cascade system located at (Enter Location, if applicable). The air for the system will be provided by the selected vendor, and deliveries of new air will be coordinated by the Program Administrator.

Cleaning, Maintenance, Inspection, Change Schedules, and Storage

Respirator Cleaning

The Program Administrator has set up (Enter Area or Location) for the cleaning of respirators. Respirators should be cleaned after each day's use and placed in a plastic bag and stored in the container provided for this purpose. At the end of each week (or more

- b. Gaskets in shape.
 - c. Cracks or dents in housing.
 - d. Proper cartridge for the hazard.
5. Air supply system.
- a. Breathing air quality and grade.
 - b. Condition of supply hoses.
 - c. Hose connections.
 - d. Settings of regulators and valves.

Emergency Respirator Inspections

Respirators maintained for emergency use will be inspected at least monthly, and before and after use. The monthly inspection will include documentation of:

- 1. Name of the inspector.
- 2. The findings.
- 3. Required remedial action.
- 4. Means of identifying the respirator, such as the manufacturer's name.

The most current inspection documentation will be kept for each respirator.

Emergency Respirator Inspections	
Location	Recordkeeping Method
	Inspection form kept in storage compartment
	Inspection form kept in storage compartment
	Inspection form kept in storage compartment
	Inspection form kept in storage compartment

SCBA Inspection

Self-contained breathing apparatuses must be inspected monthly. The regulator and warning devices must be verified to function properly. The air cylinders will be maintained fully charged, and will be recharged when the pressure falls below 90% of the manufacturer's recommended pressure.

Change Schedules

Respirator cartridges must be changed out when required by their end of life indicators. Respirators cartridges that do not have end of life indicators must be changed out in accordance with a written schedule. The company has consulted the respirator distributor and the atmospheric hazard monitoring company to establish the following respirator change out schedule.

Respirator Cartridge Change Schedule		
Work Area or Task	Respirator Cartridge Type	Frequency of Change

Respirator Storage

Respirators will be stored in a clean, dry area, in accordance with the manufacturer's recommendations. Each employee will clean and inspect their respirator in accordance with the program, and store their respirator in a plastic bag in the designated location. Each bag will be labeled with the employee's name. Atmosphere-sampling respirators will be stored at (Enter Location).

Respirator Storage Locations	
Work Area	Storage Location

The Program Administrator will store the company supply of respirators and components in their original manufacturer's packaging at (Enter Location).

Defective Respirators

Respirators that are defective or have defective parts will be taken out of service immediately. If an employee discovers a defective respirator, they must bring it to the attention of the supervisor. The supervisor will give the respirator to the Program Administrator. The Program Administrator has the following options:

1. Take the respirator out of service until it can be repaired.
2. Repair the respirator if it requires a simple fix.
3. Dispose of the respirator and replace it with a new one.

When a respirator is removed from service it will be tagged as out of service. The Program Administrator will provide a similar replacement to the employee. The tagged out respirator will be stored at (Enter Location).

Employee Training

The Program Administrator will provide or coordinate training for respirator users and supervisors. It will cover the company respirator program, the contents of the respirator standard, and the safe use of respirators. Workers must be trained prior to