

# WRITTEN RESPIRATOR PROGRAM

## INTRODUCTION

Occasionally a few previously designated \_\_\_\_\_ Company employees may be asked to enter into work areas where they will need to wear respirators for protection. All participation by employees will be on a volunteer basis. Respirators protect employees from contaminated dusts, fogs, fumes, mists, gases, smokes, sprays, and vapors. When possible, \_\_\_\_\_ Company will take appropriate steps to eliminate such hazards by using proper engineering controls, such as enclosures, specialized ventilation, etc. However, when these steps are not feasible employees selected by \_\_\_\_\_ Company may be required to use respirators.

Only specially trained employees will be permitted to wear respirators. All activity involving employee use of respirators is strictly governed and regulated by this Written Respirator Program (Program). This Program was prepared by \_\_\_\_\_ Company and is intended to comply with the OSHA regulations found at 29 C.F.R. § 1910.134.

## PURPOSE OF \_\_\_\_\_ COMPANY RESPIRATORS

As noted above, only a few specially trained employees will be asked to wear respirators – and then only in special situations. At \_\_\_\_\_ Company, respirators are required to be used when an area, room, or other enclosed area is either (1) toxic or (2) oxygen-deficient. When in doubt about the hazards presented by a situation \_\_\_\_\_ Company management will follow the "abundance of caution" rule; in other words, the Company will assume that a hazard is present and that respirators are necessary. Any employees wearing respirators must always follow this Program. Failure to follow this Program could lead to discipline.

## SELECTION OF RESPIRATORS FOR \_\_\_\_\_ COMPANY

\_\_\_\_\_ Company has purchased respirators known as "self-contained breathing apparatus" (SCBA). These SCBAs have masks which fit over the employee's face and form a tight seal around the face. Attached to the mask is a hose which brings clean, breathable air to the employee. The air is stored in a tank attached to the hose. The SCBAs used by \_\_\_\_\_ Company are manufactured by \_\_\_\_\_. All use of the SCBAs must be in accordance with the manufacturer's safety and operational instructions. SCBAs offer a high degree of respiratory protection, since a fresh supply of air is provided to the user. Given the potential hazards at \_\_\_\_\_ Company, the SCBA is the most practical respirator for the Company.

### TRAINING AND INSTRUCTION FOR EMPLOYEES

Only a few employees will be required to wear SCBAs in special situations. Those employees will receive special instruction and training on respirator use and safety. Both supervisors and employees will attend individualized training sessions and will be required to review written material, view training videotapes, and participate in other training activities as directed by the Company. The Company will keep records concerning their training. Specifically, Company records will show the names of employees attending the training, the dates and location of the training, and the identity of the trainer.

Training will provide employees an opportunity to:

- Handle the respirator
- Have the respirator properly fitted
- Test its face piece-to-face seal
- Wear the respirator in normal air for a long period to become familiar with it
- Wear the respirator in a test atmosphere

Each employee/wearer must receive fitting instructions which include:

- How to wear the respirator
- How to adjust it
- How to determine proper respirator fit

Employees will also be trained and otherwise informed of the limits of respirators. For example, employees could still be subject to other safety or health hazards while wearing a respirator.

### **USE OF ATTENDANTS**

If the employee/wearer is entering an area where he/she could be overcome by either a toxic or oxygen-deficient atmosphere if the respirator were to fail, an attendant shall be required to be present. The attendant shall be trained and shall remain in constant communication with the employee-wearer and others present. Communication may be maintained visually or by voice or signal line.

All attendants will be trained in rescue procedures and will have proper rescue equipment available in case of an emergency.

### **INSPECTION OF RESPIRATORS**

\_\_\_\_\_ Company will conduct frequent random inspections of respirators to make sure that the respirators are properly selected, used, cleaned, and otherwise maintained. Air cylinders must be fully charged according to manufacturer's instructions. Inspections must ensure that all regulators and warning devices are functioning properly.

Respirator inspections shall include the following:

- Check of tightness of all connections and face piece, headbands, valves, connecting tubes, and canisters
- Check of all rubber or elastic parts for pliability or deterioration
- Stretching all rubber or elastic parts with a massaging motion

## **CLEANING, DISINFECTION, AND STORAGE**

All respirators must be regularly cleaned and disinfected. Employees must comply with the manufacturer's recommendations for cleaning and disinfection. Respirators used by more than one employee must be thoroughly cleaned after each use.

While not in use, respirators must be stored in a clean, convenient, and sanitary location. They are not to be left lying around the facility. Respirators must be kept away from dust, sunlight, heat, extreme cold, excessive moisture, and chemicals. Respirators used for emergency situations must be easily accessible at all times and stored in special compartments – not in toolboxes or lockers (unless stored inside a carrying case.)

All respirators must be routinely inspected during cleaning and disinfection. Any parts found to be worn, broken, or deteriorated must be promptly replaced. Any broken respirator must be tagged accordingly and taken out of service.

Respirators used for emergency situations will be automatically inspected after each use and once each month.

## **EMPLOYER SURVEILLANCE AND EVALUATION**

\_\_\_\_\_ Company Officials will regularly survey the conditions of all work areas and will make an assessment of any employee exposure or stress. This surveillance shall be ongoing. Any evidence of employee exposure or stress shall be reported to upper management and the local health care professional involved with this Program.

The Company will also conduct regular inspections of respirator procedures and practices. These inspections will help the Company evaluate the effectiveness of this Program and ensure the safety of all affected employees.

## **SPECIAL RULES -- FACE PIECE SEALS**

All masks and face pieces must make a proper, air tight seal. Respirators shall not be worn if it is not possible to obtain a proper seal. Beards, sideburns, or anything that projects under the face piece could compromise a proper seal.

Employees/wearers who need to use corrective lenses must be extremely careful to make sure that the glasses do not prevent a proper seal. Employees/wearers must not wear contact lenses in contaminated atmospheres.

## **MEDICAL EVALUATION OF PARTICIPATING EMPLOYEES**

Any Company employee assigned to tasks requiring use of respirators must first pass a physical examination given by a physician. The examination will ensure that the employee is physically able to perform the related work and use the respirators. Each employee trained to use a respirator will have his or her physical ability and medical status reviewed by the physician at least once each year. These evaluations shall be documented and kept along with other records from this Program, such as training records.

## **CONCLUSION**

Selected employees may be asked to perform certain duties while wearing a respirator. The respirators used by \_\_\_\_\_ Company are inspected, cleaned, and stored in accordance with OSHA regulations.

Only a few specially trained employees shall be permitted to wear respirators. All such employees will be trained on the relevant hazards and limitations of respiratory protection. Respirators are an important safety device and must be used carefully and only with management supervision.

