

San Juan College
Respiratory Protection Program

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Section 1

Introduction

Program Purpose

The purpose of this **Respiratory Protection Program (RPP)**, and the primary goal of the Occupational Health and Safety Administration (OSHA) regulatory standard it is to meet, is to prevent occupational diseases and illnesses associated with overexposure to airborne hazardous materials such as dusts, mists, fumes, gases and vapors. It is important to note, however, that control of such harmful agents should be accomplished, when feasible, through the use of engineering measures (e.g., mechanical ventilation), enclosures, and/or substitution of less hazardous materials. Respirator usage, though it should generally be considered a “last line of defense”, is sometimes necessary when engineering controls are not feasible or are in the process of being installed. When used, respirators must be selected, used and maintained in a proper and careful manner. This manual will provide guidance in the respect.

When respiratory protection is used to protect employees from inhalation hazards in the workplace, a number of important requirements must be met.

OSHA requires that the employer provide respirator suitable to the workplace contaminant (s) and its airborne concentration(s) and that the employer develops and implements a written program (such as this document). The employee must then use any provided respiratory protection in a manner consistent with this plan, and in accordance with his or her employer-provided training.

Responsibilities

The San Juan College Environmental Health office is responsible for recommending to the Office of the Vice President for Student Services and the Safety and Loss Control Committee the provisions of the **Respiratory Protection Program (RPP)** that all SJC departments and programs shall follow.

Environmental Health shall also conduct site inspection to determine compliance with the RPP and other associated health and safety programs, policies, and procedures.

Division Deans are ultimately responsible for maintaining their program area compliance with **RPP**. To this end, they may wish to designate departmental Safety Officers within their divisions. Environmental Health is also available to assist with compliance efforts, and to act as a campus-wide resource on such matters.

Supervisors or Lead Instructors are responsible for compliance with **RPP** within their individual programs. This responsibility may not be shifted to untrained or inexperienced personnel. This includes:

- ◆ Ensuring that workers and students within the program know and follow the RPP rules.
- ◆ Ensuring that appropriate training is provided to all affected parties within the program, and that appropriate training records are maintained.

Individual Employees are responsible for planning and conducting operations in accordance with this RPP and all other applicable College policies and procedures.

Section 2

Policy Documentation

Mission Statement

San Juan College (SJC) is totally committed to employee safety and loss control. It is SJC's intention that all employees and students work under the safest conditions possible, that a work and learning environment be provided that is free from recognized hazards to the fullest degree feasible, and that effective training and supervision be provided to enable employees to perform their jobs safely.

The San Juan College Safety and Loss Control Committee

SJC has established a Safety and Loss Control Committee to help accomplish the above objectives. Full approval is extended at a management level with authority to commit the necessary resources toward safety and loss control.

San Juan College believes that the health and wellness of its employees and students is the College's most valuable asset.

The San Juan College **Respiratory Protection Plan (RPP)**; this document) is an important resource for faculty and staff, in the furtherance of the College's health and safety goals, and is also a regulatory requirement of OSHA.

Compliance Plan

This **RPP** is designed to reduce employee and student exposure to air contaminants and to enhance the safety aspects of the use of personal protective equipment, or "PPE" (namely, respirators). It includes information on the recognition and evaluation of inhalation hazards in the workplace environment, and the establishment of policies and procedures for the proper selection, usage, maintenance, and fitting of respirators.

Documentation of Protection

The key components of a **Respiratory Protection Program** include provisions for fit testing of respirators, employee training, medical evaluation/certification for use, and maintenance/cleaning of equipment. Sections 3 and 4 of this plan contain the following administrative sample forms to verify compliance with such components:

- ◆ [Annual fit test roster](#)
- ◆ [Medical history for respirator usage](#)
- ◆ [Medical qualification for respirator usage](#)
- ◆ [Compliance Checklist](#)

Section 3

Exposure and Evaluation

Identification and Locations of Exposures

Any task or product may be reevaluated at any time, especially if there is a change in the nature of the process or product. Employee inquiry would also likely initiate such a review.

Medical Evaluation-(Cost to be covered by Program)

A College-contracted Health Care Professional (HCP) will assess the ability of each employee required to wear a respirator to do so. The HCP will evaluate a medical history questionnaire submitted by prospective respirator users, and render a medical opinion. A medical exam may be preformed, as recommended by the HCP. The frequency of such assessments shall be, at a minimum, every two years, or whenever a known change in the employee's medical condition/physical fitness occurs. All such evaluations shall be performed at no expense to the employee, in accordance with OSHA regulations.

Medical History for Respiratory Protection Use

For the Health Care Professional (HCP) to accurately assess the ability/fitness of an employee to wear a respirator, the employee's medical history must be known to the HCP. The questionnaire in [Appendix A](#) will aid in that regard. In addition to this questionnaire, the HCP may require a physical exam and a pulmonary function test to be performed.

Section 4

Selection, Training and Fit-Testing Documentation

Respirator Selection

Selection of the proper type of respirator shall be in accordance with ANSI Standard V88.2-1980, and shall take into account the following factors:

- ◆ The nature of the airborne contaminant (e.g., its health effects, concentration, permissible exposure levels/TLV, warning properties, if any, potential for skin absorption)
- ◆ The nature of the (hazardous) process/work
- ◆ The physical location, conditions (e.g., heat, ventilation)
- ◆ Worker activity
- ◆ Respirator limitations
- ◆ Respirator protection factors
- ◆ Respirator (product) approvals

Contact the **Program Dean** regarding respirator selection and approvals.

Employee Training and Fit-Testing

Training of respirator users shall be conducted prior to initial respirator usage, and annually thereafter. Additional training may be required should significant process changes or equipment substitution, occur.

Training Programs shall include, but not necessarily be limited to, the following:

- ◆ Respiratory hazards, and health effects of overexposure to anticipated airborne contaminants
- ◆ Respirator selection criteria
- ◆ Function, capabilities, and limitations of selected respirators
- ◆ Proper wear and fit (including fit testing methods)
- ◆ Respirator maintenance
- ◆ Factors which preclude use of certain types of respirators

In conjunction with initial and annual employee safety training a qualitative fit test shall be performed on each respirator user. Program shall maintain records pertaining to such employee fit testing. Human Resources will keep records on annual employee training.

To ensure safe use of any respiratory protective device, it is essential that the user be properly trained on the procedures and limitations pertaining to the device. Supervisors or any other person(s) issuing or requiring respirators must also receive such training.

OSHA requires that all employees be trained in the safe use of any respiratory devices assigned. Written [documentation of such training](#) must be maintained.

Training must include:

- ◆ The importance of proper respirator use, and possible health effects of improper use or non-use in a given (department or process-specific) situation
- ◆ Differences between various types of respirators and components (e.g., filter cartridges) and their efficiency for different contaminants.
- ◆ Limitations of respirators in relation to types and concentrations of contaminants
- ◆ Factors which influence a respirator's integrity
- ◆ How to wear, clean, maintain (e.g., change cartridges) and store respirators
- ◆ Fit testing measures to use each time a respirator is worn

Respirator Fit Testing

Even after careful consideration of all the details pertaining to respirator selection, proper protection will not be provided if the respirator face piece does not fit the wearer properly. Do not expect one make and model of a respirator to fit an entire work force. Due to the great variety in face sizes and shapes among employees, most respirator manufacturers make their devices available in more than one size. Also, the exact size and shape of each face piece will vary among manufacturers. Therefore, it is necessary to purchase or make available several makes and models to conduct a proper respirator fit testing program.

The OSHA Respirator Protection Standard (29CFR 1910.134) requires that all negative pressure (e.g., air purifying, cartridge types) be fit tested to the individual by use of a "test atmosphere". This includes disposable models. This can be completed by qualitative methods.

Qualitative Fit Testing

A “qualitative” fit test relies on the wearer’s subjective response (i.e., “yes/no” as to whether test substance is detected). The test atmosphere/substance is something that can typically and easily be detected by wearers, such as isoamyl acetate (banana oil), irritant smoke or saccharin. The respirator must be equipped to remove the test atmosphere. For example, if using banana oil, which is an organic chemical that gives off a vapor, an organic vapor chemical cartridge must be utilized in the respirator. In such a test situation, assuming the respirator is in good condition, the wearer should not be able to detect the banana oil odor. If odor is detected, the fit is not proper.

Respirator Cleaning, Maintenance and Storage

Cleaning and routine inspection and maintenance is the responsibility of the respirator user.

Maintenance shall include:

- ◆ Thorough cleaning, drying, and storage of respirators
- ◆ Routine respirator inspection
- ◆ Replacement of worn or damaged components, as needed

All maintenance records shall be kept with the respirator and available for inspection.

Section 5

Record Keeping

All records pertaining to employee fit tests will be kept by the Program.

Employee Respirator training records shall be kept in the Human Resources office.

Records pertaining to routine respirator cleaning and maintenance shall reside with the respirator.

Records pertaining to medical evaluation shall be kept with other confidential employee records in Human Resources.

A sample of the Annual Respirator Qualitative Fit Test and Training [form](#) is in Appendix A.

A sample respirator [Program Compliance Checklist](#) is also in Appendix A.

Section 6

Program Review

The effectiveness of this Respiratory Protection Program shall be reviewed (at a minimum) annually, by the College Environmental Health Director in conjunction with the Loss Control & Safety Committee.

All such reviews will include inspection of training methods and records, maintenance records, observation of user proficiency, and random inspections of devices for cleanliness, proper maintenance, and storage.

Records of all such review shall be kept in the Human Resources office files for a period of the length of employment of any employee plus 30 years.

Appendix A

Medical History Questionnaire for Respirator Use

Section Completed by Supervisor

Employee _____ Job Title _____

Types of Exposure (e.g., pesticides) _____

Respirator Recommended _____
Manufacturer Model Type Size

Please provide answers to the following questions. (All answers will be held in strict confidentiality, and are only for purposes of medical evaluation for respirator usage):

Yes **No**

- _____ _____ Do you have insulin dependent diabetes?
- _____ _____ Do you have epilepsy, grand mal or petit mal (uncontrolled, i.e., within the past six months) seizures?
- _____ _____ Has your general health noticeably worsened during the past year?
- _____ _____ Do you use medications? If Yes, please specify _____
- _____ _____ Have you ever had a punctured ear drum?
- _____ _____ Do you have any known skin sensitivities (allergies) ?
- _____ _____ Do you have an impaired or non-existent sense of smell?
- _____ _____ Do you have emphysema?
- _____ _____ Do you have asthma (wheezing) ?
- _____ _____ Do you have or have you ever had pneumoconiosis (dust related lung disease)?
- _____ _____ Do you have any evidence or suspicion of reduced pulmonary (lung) function?

Yes

No

_____	_____	Do you have a history of heart attack, stroke, or other heart/circulatory problems?
_____	_____	Do you have untreated or uncontrolled hypertension?
_____	_____	Do you have any breathing problems? If Yes, please specify _____
_____	_____	Have you ever experienced breathing difficulty when wearing a respirator?
_____	_____	Have you ever experienced claustrophobia (fear of being “closed in”) when wearing a respirator?
_____	_____	Do you have difficulty walking up two flights of stairs at a rapid pace?
_____	_____	Do you smoke? If Yes, specify packs/day _____ and how long (years you have smoked) _____
_____	_____	Are there any other conditions that you feel might affect your safe use of a respirator? If Yes, specify _____

Employee Signature _____ Date _____

Health Care Professional's Evaluation

Employee Name _____

Circle one

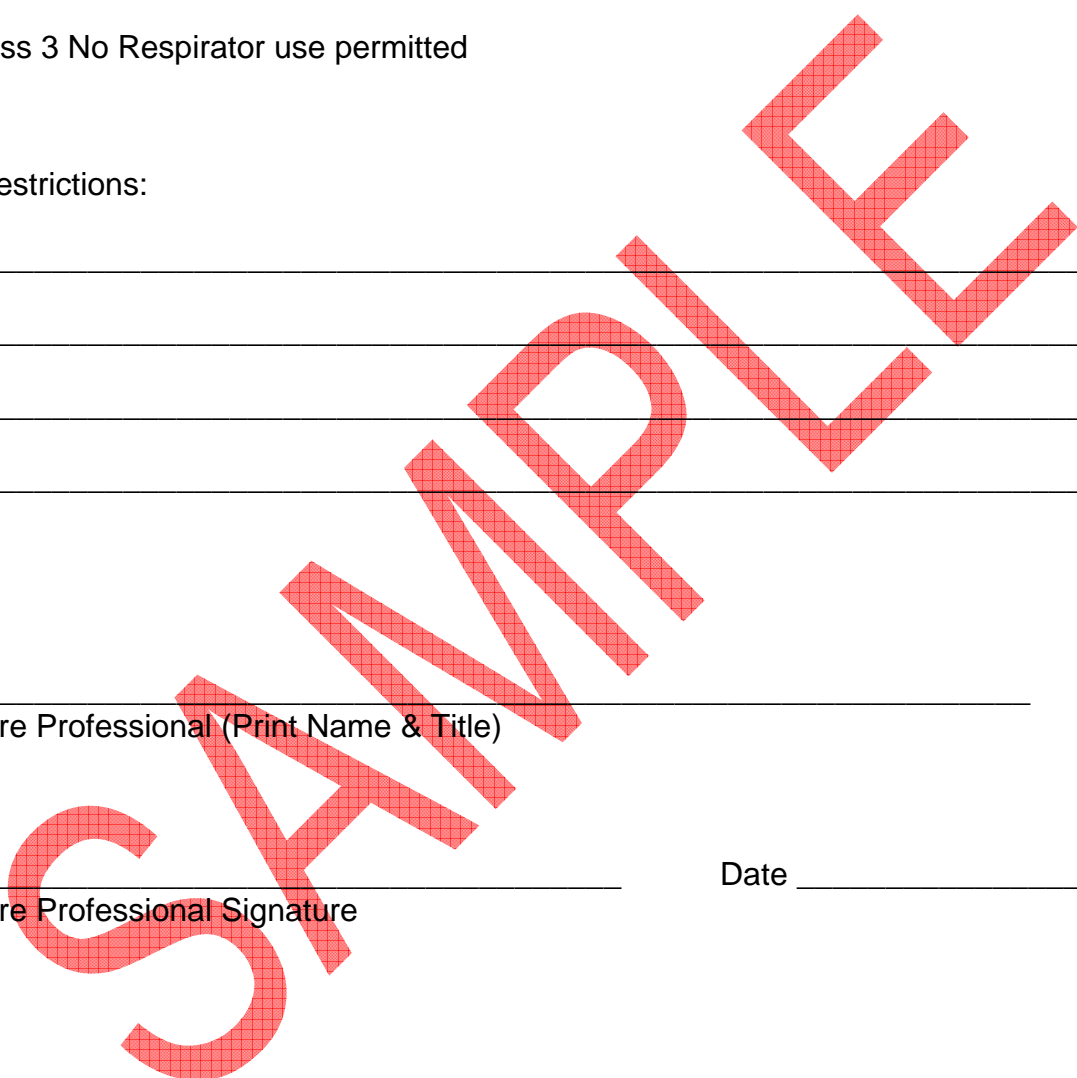
- Class 1. No Restrictions on Respirator Use
- Class 2 Some specific Respirator use restrictions
- Class 3 No Respirator use permitted

Class 2 Restrictions:

Health Care Professional (Print Name & Title) _____

Health Care Professional Signature _____

Date _____



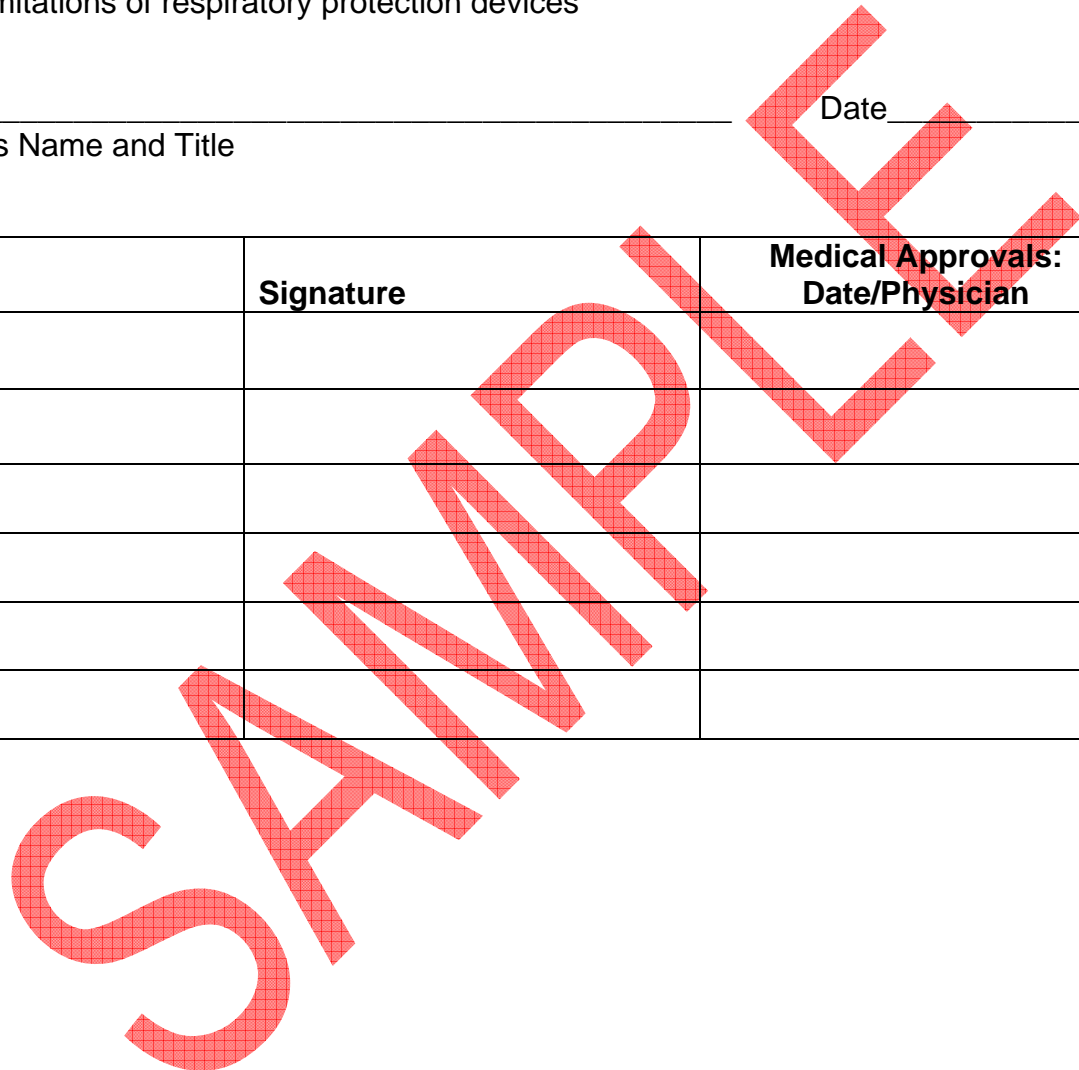
Annual Respirator Qualitative Fit Test

The following employee of San Juan College were fit tested for negative pressure respirators

- Proper Selection
- Use
- Maintenance
- Limitations of respiratory protection devices

_____ Date _____
Instructors Name and Title

Name	Signature	Medical Approvals: Date/Physician	Fit Test Date	Respirator: Make/Model



Respirator Program Compliance Checklist

	Projected Completion Date	Actual Completion Date
1. Identify department program Administrator (Name)		
2. Program Administrator (PA) reads Plan and completes this form.		
3. PA consults with Environmental Health Director to determine areas that need air contaminant survey		
4. MSDS's obtained for all air contaminants identified on inventory		
5. Contaminant(s) matched to type/model of respirator		
6. Purchase various sizes of selected respirators		
7. Schedule training and fit testing		
8. Conduct training and fit testing		
9. Medical questionnaires sent to Health Care professional		
10. Review Health Care professional's recommendations		
11. Arrange Physical exams if required		
12. Evaluate program yearly or if process changes		
13. Yearly refresher training conducted		
14 Contact Environmental Health director if process/materials change or if there are any complaints received.		

Reviewer Name & Title: _____

Review Date: _____

Scheduled follow up date: _____