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**Completed Date: 05/26/2009**

**Updated: 2020**

**Respiratory Protection Program**

This respirator program lays out standard operating procedures to ensure the protection of all employees from respiratory hazards through proper selection and use of respirators. Respirators are to be used only where engineering control of respirator hazards is not feasible, while engineering controls are being installed, or in emergencies. This program is in accordance with the requirements of OSHA 29 CFR 1910.134.

**Administrative Duties**

At West Liberty University our Respiratory Protection Program Administrator is

the Health and Safety Specialist. This person along with assistance from the maintenance director responsible for all facets of the program and has full authority to make necessary decisions to ensure success of this program. The Program Administrator will work with other departments to develop written detailed instructions covering each of the basic elements in this program. They are also qualified, by appropriate training and experience that is commensurate with the complexity of the program, to administer or oversee our Respiratory Protection Program and conduct the required evaluations of program effectiveness.

Employees may review a copy of our Respiratory Protection Program. It is located

in both the Health and Safety Department or on the West Liberty University webpage under the Emergency Tab. Once there, click on the Health and Safety Department, and you'll see the link for Respirator Program. Our Program Administrator, the Health and Safety Specialist, reviews this program periodically to ensure its effectiveness.

**Respirator Selection**

Respirators are selected on the basis of respiratory hazards to which the worker is exposed and workplace and user factors that affect respirator performance and reliability. All selections are made by the Program Administrator, the Health and Safety Specialist or the employee’s supervisor.

Our University’s selection procedures include coverage of the following OSHA

requirements:

*Selection Procedure Checklist*

When selecting any respirator in general:

\* Select and provide respirators based on respiratory hazard(s) to which a worker is exposed and workplace and user factors that affect respirator performance and reliability.

\* Select a NIOSH-certified respirator. (NIOSH stands for the National Institute for Occupational Safety and Health)

\* Identify and evaluate the respiratory hazard(s) in the workplace, including a reasonable estimate of employee exposures to respiratory hazard(s) and an identification of the contaminant's chemical state and physical form. Consider the atmosphere to be immediately dangerous to life or health (IDLH) if you cannot identify or reasonably estimate employee exposure.

\*Select respirators from a sufficient number of respirator models and sizes so that the respirator is acceptable to, and correctly fits, the user.

*Respirator Types and Uses*

The following types of respirators are in use in this facility for the following uses:

Only NIOSH-certified respirators are selected and used. Where practicable, the

respirators will be assigned to individual workers for their exclusive use.

**Medical Evaluations**

A medical evaluation to determine whether an employee is able to use a given

respirator is an important element of an effective Respiratory Protection Program.

**Types:**We currently use1500 Series N95 Particulate Respirators. These respirators are certified for use to protect against the contaminant of concern. and is necessary to prevent injuries, illnesses, and even, in rare cases, death from the physiological burden imposed by respirator use.

At West Liberty University, persons will not be assigned to tasks requiring use of respirators nor fit tested unless it has been determined that they are physically able to perform the work and use the respirator.

*Additional medical examinations:*

Our University provides additional medical evaluations if: An employee reports medical signs or symptoms that are related to ability to use a respirator; A supervisor, or the respirator program administrator informs the employer that an employee needs to be reevaluated;

Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for employee reevaluation; or a change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee.

**Fit Testing Procedures**

It is axiomatic that respirators must fit properly to provide protection. If a tight seal

is not maintained between the face piece and the employee's face, contaminated air will be drawn into the face piece and be breathed by the employee. Fit testing seeks to protect the employee against breathing contaminated ambient air and is one of the core provisions of our respirator program.

West Liberty University makes sure those employees are fit tested at the following

times with the same make, model, style, and size of respirator that will be used:

Before any of our employees are required to use any respirator with a negative or positive pressure tight-fitting face piece; whenever a different respirator face piece (size, style, model, or make) is used.

Our workplace-specific fit testing procedures include the following:

Fit Test Procedures - General Requirements

1. The test subject shall be able to pick the respirator that fits the user.

2. Prior to the selection progress, the test subject shall be shown how to put on a

respirator, how it should be positioned on the face, how to set the strap tension.

**Proper Use Procedures**

Once the respirator has been properly selected and fitted, its protection efficiency

must be maintained by proper use in accordance with 29 CFR 1910.134(g). Our

University ensures with written procedures that respirators are used properly in the

workplace. Our proper respirator use procedures are:

Our University has used the following checklist to ensure that proper use procedures

include coverage of OSHA requirements:

*Facepiece Seal Protection*

Do not permit respirators with tight-fitting face pieces to be worn by

employees who have: Facial hair that comes between the sealing surface of the

face piece and the face or that interferes with valve function; or any condition that interferes with the face-to-face piece seal or valve function.

If an employee wears corrective glasses or goggles or other personal

protective equipment, ensure that such equipment is worn in a manner that

does not interfere with the seal of the face piece to the face of the user.

For all tight-fitting respirators, ensure that employees perform a user seal

check each time they put on the respirator.

*Continuing Respirator Effectiveness*

Appropriate surveillance must be maintained of work area conditions and degree of employee exposure or stress. When there is a change in work area conditions or degree of employee exposure or stress that may affect respirator effectiveness, reevaluate the continued effectiveness of the respirator.

Ensure that employees leave the respirator use area: to wash their faces and respirator face pieces as necessary to prevent eye or skin irritation associated with respirator use; or if they detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the face piece; or to replace the respirator or the filter, cartridge, or canister elements.

If the employee detects vapor or gas breakthrough, changes in breathing resistance, or leakage of the face piece, replace or repair the respirator before allowing the employee to return to the work area.

*Procedures for IDLH Atmospheres*

Ensure that:

One employee or, when needed, more than one employee is located outside the IDLH atmosphere; visual, voice, or signal line communication is maintained between the

employee(s) in the IDLH atmosphere and the employee(s) located outside the IDLH atmosphere;

The employee(s) located outside the IDLH atmosphere are trained and equipped to provide effective emergency rescue.

*Cleaning & disinfecting*

Our college provides each respirator user with a respirator that is clean, sanitary,

and in good working order.

*Storage*

Storage of respirators must be done properly to ensure that the equipment is

protected and not subject to environmental conditions that may cause deterioration.

We ensure that respirators are stored to protect them from damage, contamination,

dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals.

*Discarding of respirators*

Respirators that fail an inspection or are otherwise not fit for use and cannot be repaired must be discarded.

**Training**

The most thorough respiratory protection program will not be effective if employees

do not wear respirators, or if wearing them, do not do so properly. The only way to

ensure that our employees are aware of the purpose of wearing respirators, and

how they are to be worn is to train them. Simply put, employee training is an

important part of the respiratory protection program and is essential for correct

respirator use.

Our training program provided by Health and Safety Specialist is two-fold; it

covers both the:

1. Respiratory hazards to which our employees are potentially exposed during

routine and emergency situations, and

2. Proper use of respirators, including putting on and removing them, any

limitations on their use, and their maintenance.

Both training parts are provided prior to requiring an employee to use a respirator

in our workplace.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.

2. Choose respirators certified for use to protect against the contaminant of

concern. NIOSH, the National Institute for Occupational Safety and Health

of the U.S. Department of Health and Human Services, certifies respirators.

A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and

how much it will protect you.

3. Do not wear your respirator into atmospheres containing contaminants for

which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.

4. Keep track of your respirator so that you do not mistakenly use someone

else’s respirator.

**Program Evaluation**

It is inherent in respirator use that problems with protection, irritation, breathing

resistance, comfort, and other respirator-related factors occasionally arise in most

respirator protection programs. Although it is not possible to eliminate all problems

associated with respirator use, we try to eliminate as many problems as possible to

improve respiratory protection and encourage employee acceptance and safe use

of respirators. By having our program administrator, the Health and Safety

Specialist, thoroughly evaluate and, as necessary, revise our Respiratory Protection

Program, we can eliminate problems effectively.

At West Liberty University, program evaluation, performed yearly by our program

administrator, involves the following:

1. Conducting evaluations of the workplace as necessary to ensure that the

provisions of the current written program are being effectively implemented

and that it continues to be effective.

1. Regularly consulting employees required to use respirators to assess their views on program effectiveness and to identify any problems. Any problems

that are identified during this assessment must be corrected.

3. Factors to assess include, but are not limited to: Respirator fit (including the ability to use the respirator without interfering with effective workplace performance). Appropriate respirator selection for the hazards to which the employee is exposed. Proper respirator use under the workplace conditions the employee encounters.