

Dickinson

Respiratory Protection Program

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I. Introduction to Respiratory Protection

A. Purpose

This document serves as the written guide for Dickinson College compliance to 29 CFR 1910.134, titled, “Respiratory Protection” and the Respiratory Protection Program requirements contained therein.

This document will hereafter be known as the Dickinson College Respiratory Protection Plan (DCRPP).

B. Scope

Respirators are to be used only when engineering controls (e.g. – enclosure or confinement of the operation, general and local ventilation, and substitution of less toxic materials) are not feasible, while these controls are being installed or repaired, or in emergencies.

II. Responsibility

In compliance with 29 CFR 1910.134, titled “Respiratory Protection”, Dickinson College realizes our responsibility for the protection of our employees. We hereby institute the enclosed respiratory protection program to assist us in our safety program.

Dickinson College hereby appoints the Director of Compliance and Enterprise Risk Management to be our Respiratory Protection Program Administrator. We acknowledge the Respiratory Protection Program Administrator has the knowledge and authority to implement and enforce our Respiratory Protection Program.

Although we, Dickinson College, are designating the Director of Compliance and Enterprise Risk Management as our Respiratory Protection Program Administrator, we realize the success of our Respiratory Protection Program rests with all of our employees. The ultimate responsibility for the Respiratory Protection Program rests with the President of Dickinson College.

A. The **President of Dickinson College** has ultimate responsibility for respiratory protection within the institution. General oversight responsibility is assigned to the **Vice President for Finance and Administration**.

B. The **Director of Compliance and Enterprise Risk Management** will be responsible for administering the Dickinson College Respiratory Protection Program. This includes

1. working with administrators and other employees to develop and implement the appropriate respiratory protection policies and practices
2. evaluating respiratory hazards in the work environment

3. educating supervisors and employees
4. advising on administrative and engineering controls that reduce exposure
5. recommending proper personal protective equipment
6. scheduling medical evaluations and fit test services
7. scheduling training for exposed employees and their supervisors
8. maintaining exposure measurements, test records, and training records
9. evaluating the effectiveness of the respiratory protection program

C. The **Supervisor** has a primary responsibility for implementing the Dickinson College Respiratory Protection Program in the workplace. This includes:

1. identifying and reporting job areas and personnel that require or may require respiratory protective equipment
2. ensuring that employees wearing respirators voluntarily do not wear a respirator in a required use situation
3. ensuring that workers know and follow the Respiratory Protection Program
4. implementing administrative and engineering controls where possible to reduce exposure
5. ensuring that the required level of respiratory protection is available, in working order, and that specific training in its use has been provided
6. maintaining records of respirator inspections, training, and fit testing at the department level
7. notifying the Director of Compliance and Enterprise Risk Management of changes in the workplace that affect exposure levels
8. enforcing the use of proper respiratory protection
9. ensuring that employees attend required annual Respiratory Protection Program Training
10. ensuring that employees attend required annual fit testing
11. providing for the safety of visitors in the workplace

D. The **Employee** will be responsible for maintaining a thorough understanding of the Dickinson College Respiratory Protection Program and conducting each operation in accordance with the Program. This includes:

1. following safe work practices to eliminate or reduce exposure
2. completing medical questionnaires
3. attending required annual Respiratory Protection Program Training
4. attending required annual fit testing
5. wearing the required level of protection
6. storing, cleaning, and maintaining respiratory equipment
7. reporting changes in the workplace that affect exposure levels to their supervisor

III. Respirator Selection

Unless an exception is granted by the Respiratory Protection Program Administrator, all respirators shall be obtained through, or with the approval of, the Department of Compliance and Enterprise Risk Management. Dickinson College shall, at no cost to its employees, provide a sufficient number of respirator models and sizes so that the respirators are acceptable to, and correctly fit, the users.

All respirators and respirator parts used on campus must be certified by the National Institute of Occupational Safety and Health (NIOSH). Respirator use shall be in compliance with the conditions of certification.

The Director of Compliance and Enterprise Risk Management shall select an appropriate respirator based on the respiratory hazard(s) to which the worker is exposed and workplace and user factors that affect respirator performance and reliability, including but not limited to:

1. the physical and chemical properties of the air contaminant (dusts, fumes, mists, vapors, or gases)
2. warning properties of the hazardous chemical
3. the adverse health effects of the respiratory hazard (IDLH)
4. the relevant hazard exposure levels (PEL, TLV, STEL)
5. the results of workplace sampling of airborne concentrations of contaminants
6. the period of time in which respiratory protection will be worn by employees during the work shift
7. the work activities of the employees and the physiological burden these work conditions place on employees wearing the respirators
8. medical evaluations
9. fit-test results
10. the physical characteristics, functional capabilities, and limitations of various types of respirators, including assigned protection factors

Dickinson College shall use the assigned protection factors listed in Table 1 to select a respirator that meets or exceeds the required level of employee protection. When using a combination respirator (e.g., airline respirators with an air-purifying filter), Dickinson College shall ensure that the assigned protection factor is appropriate to the mode of operation in which the respirator is being used.

Table 1. -- Assigned Protection Factors⁵

Type of respirator ^{1, 2}	Quarter mask	Half mask	Full facepiece	Helmet/hood	Loose-fitting facepiece
1. Air-Purifying Respirator	5	³ 10	50
2. Powered Air-Purifying Respirator (PAPR)	50	1,000	⁴ 25/1,000	25
3. Supplied-Air Respirator (SAR) or Airline Respirator					
• Demand mode	10	50
• Continuous flow mode	50	1,000	⁴ 25/1,000	25
• Pressure-demand or other positive-pressure mode	50	1,000
4. Self-Contained Breathing Apparatus (SCBA)					
• Demand mode	10	50	50
• Pressure-demand or other positive-pressure mode (e.g., open/closed circuit)	10,000	10,000

Notes:

¹Employers may select respirators assigned for use in higher workplace concentrations of a hazardous substance for use at lower concentrations of that substance, or when required respirator use is independent of concentration.

²The assigned protection factors in Table 1 are only effective when the employer implements a continuing, effective respirator program as required by this section (29 CFR 1910.134), including training, fit testing, maintenance, and use requirements.

³This APF category includes filtering facepieces, and half masks with elastomeric facepieces.

⁴The employer must have evidence provided by the respirator manufacturer that testing of these respirators demonstrates performance at a level of protection of 1,000 or greater to receive an APF of 1,000. This level of performance can best be demonstrated by performing a WPF or SWPF study or equivalent testing. Absent such testing, all other PAPRs and SARs with helmets/hoods are to be treated as loose-fitting facepiece respirators, and receive an APF of 25.

⁵These APFs do not apply to respirators used solely for escape. For escape respirators used in association with specific substances covered by 29 CFR 1910 subpart Z, employers must refer to the appropriate substance-specific standards in that subpart. Escape respirators for other IDLH atmospheres are specified by 29 CFR 1910.134 (d)(2)(ii).

Dickinson College shall select a respirator for employee use that maintains the employee's exposure to the hazardous substance, when measured outside the respirator, at or below the maximum use concentration (MUC). Dickinson College does not permit employees to work in situations that are immediately dangerous to life or health (IDLH); employees who recognize a situation that is IDLH are to exit the area immediately and call for emergency assistance.

Respirators protect the wearer by either filtering hazards from inhaled air (air-purifying respirators), or by providing a source of nonhazardous air (atmosphere-supplying respirators).

*Note: Currently no individual is **required** to wear a respirator as part of their employment. Any use of a respirator is by **voluntary** use only.*

A. Air-purifying Respirators

1. Quarter and Half Mask (including filtering facepieces)

Note: Dickinson College does not currently have any individuals who are required to wear this type of respirator. Any use of this type of respirator would be voluntary use only.

These tight-fitting respirators include filtering face pieces and masks with elastomeric face pieces. They may provide respiratory protection against vapors, gases, fumes, and particulate matter or any combination of these contaminants depending on the type of filter used. The half mask respirator has a higher assigned protection factor than the quarter mask. Qualitative or quantitative fit testing is required.

NOTE: Dickinson College is not required to include in its Respiratory Protection Program employees whose only use of respirators involves the voluntary use of filtering facepieces.

2. Full-Face Respirators

Dickinson College does not currently maintain full-face respirators and no one is certified to use them.

These tight-fitting respirators provide greater protection by forming a complete seal with the face. They may provide respiratory protection against vapors, gases, fumes, and particulate matter or any combination of these contaminants depending on the type of filter used. The full-face respirator combines added protection for the eyes and a higher assigned protection factor than the half mask respirator. Quantitative fit testing is required.

3. Powered Air-Purifying Respirators (PAPR)

Dickinson College does not currently maintain powered air-purifying respirators and no one is certified to use them.

These respirators contain a blower, which pushes ambient air through a filter and then to the wearer. They are available in either a tight-fitting face piece or a loose-fitting helmet, hood, or suit. Quantitative fit testing is required. The loose-fitting PAPR does not require a fit test.

B. Atmosphere-Supplying Respirators

1. Self-Contained Breathing Apparatus (SCBA)

SCBA respirators are typically equipped with a full-face piece, but may also be equipped with a half-face piece, helmet, or hood. The wearer carries a supply of nonhazardous air. Quantitative fit testing is required.

Dickinson College does not currently have SCBA respirators and no one is certified to use them.

2. Air-Line Respirator

These respirators are supplied nonhazardous air via a hose. The amount of air provided can be controlled by the wearer via a valve and exhaled air passes through another valve in the face piece or opening in the enclosure. They are available in either a tight-fitting face piece or a loose-fitting helmet, hood, or suit. Quantitative fit testing is required. The loose-fitting airline respirator does not require a fit test.

C. Respirators for IDLH atmospheres

All oxygen-deficient atmospheres (<19.5% O₂) and all atmospheres where the Director of Compliance and Enterprise Risk Management cannot identify or reasonably estimate the employee exposure, will be considered immediately dangerous to life or health (IDLH), and emergency assistance via 911 should be requested immediately. Dickinson College does maintain the equipment needed for employees to enter an IDLH environment and no one is trained in this capacity on staff.

D. Respirators for atmospheres that are not IDLH

For protection against gases and vapors, Dickinson College shall provide an atmosphere-supplying respirator, or an air-purifying respirator, provided that:

- the air-purifying respirator is equipped with an end-of-service life indicator (ESLI) certified by NIOSH for the contaminant, or
- if there is no ESLI appropriate for conditions in the workplace, the College implements a change schedule for canisters and cartridges that is based on objective information or data (which is attached to this document) that will ensure that canisters and cartridges are changed before the end of their service life.

All filters, cartridges, and canisters used in the workplace shall be labeled and color coded with the NIOSH approval label, and that label must not be removed and remain legible.

For protection against particulates, Dickinson College shall provide an atmosphere-supplying respirator, or an air-purifying respirator equipped with a filter certified by NIOSH under 30 CFR Part 11 as a high efficiency particulate air (HEPA) filter, or an air-purifying respirator equipped with a filter certified for particulates by NIOSH under 42 CFR part 84 or for contaminants consisting primarily of particles with mass median aerodynamic diameters (MMAD) of at least 2 micrometers, an air-purifying respirator equipped with any filter certified for particulates by NIOSH.

IV. Medical Certification

Due to the physiological burden created by its use, before wearing (including fit testing) a respirator (excluding voluntary use of filtering facepieces), employees must undergo a medical evaluation to determine their ability to use that respirator. This evaluation by a physician or other licensed health care professional (PLHCP) may be obtained by using the medical questionnaire in Appendix C of the OSHA Respiratory Protection Standard or an initial medical examination that obtains the same information as the medical questionnaire.

The medical questionnaire and examinations shall be administered confidentially during the employee's normal working hours or at a time and place convenient to the employee. The medical questionnaire shall be administered in a manner that ensures that the employee understands its content. Dickinson College shall provide employees with an opportunity to discuss the questionnaire and examination results with the PLHCP.

When an employee gives a positive response to any question among questions 1 through 8 in Section 2, Part A, or when their initial medical examination demonstrates the need, they must have a follow-up medical examination, including any medical tests, consultations, or diagnostic procedures that the PLHCP deems necessary to make a final determination. This follow-up medical examination does not have to be performed face-to-face so long as the PLHCP can obtain the necessary information.

A. Information Provided to the Healthcare Professional

The College shall ensure that the healthcare professional evaluating an employee has been provided the following information:

1. a copy of the Respiratory Protection Standard (29 CFR 1910.134)
2. the type and weight of the respirator to be used by the employee
3. the duration and frequency of respirator use (including use for rescue and escape)
4. the expected physical work effort
5. additional protective clothing and equipment to be worn, and
6. temperature and humidity extremes that may be encountered

NOTE: If the College selects a new PLHCP, it must ensure that the above information is provided or transferred from the former PLHCP; however, the College is not expected to have employees medically reevaluated solely because a new PLHCP has been selected.

B. Healthcare Professional's Written Recommendation

The College shall obtain the evaluating healthcare professional's written recommendation regarding the employee's ability to use the respirator. The healthcare professional's written recommendation shall be limited to the following information:

1. any limitations on respirator use related to the medical condition of the employee, or relating to the workplace conditions in which the respirator will be used, including whether or not the employee is medically able to use the respirator
2. the need, if any, for follow-up medical evaluations, and
3. a statement that the PLHCP has provided the employee with a copy of the PLHCP's written recommendation.

All other findings and diagnoses shall remain confidential and shall not be included in the written report.

NOTE: If the respirator is a negative pressure respirator and the PLHCP finds a medical condition that may place the employee's health at increased risk if the respirator is used, the College shall provide a PAPR if the PLHCP's medical evaluation finds that the employee can use such a respirator. If a subsequent medical evaluation finds that the employee is medically able to use a negative pressure respirator, then the College is no longer required to provide a PAPR.

C. Additional Medical Evaluations

The College shall provide additional medical evaluations, complying with the above requirements if:

1. an employee reports medical signs or symptoms that are related to their ability to use a respirator
2. a PLHCP, supervisor, or the Respirator Program Administrator informs the employer that an employee needs to be reevaluated
3. information from the Respiratory Protection Program, including observations made during fit testing and program evaluation, indicates a need for employee reevaluation, or
4. a change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in substantial increase in the physiological burden placed on the employee.

V. Fit Testing and Use

A. Fit Testing

1. Dickinson College shall ensure that all employees **required** to use a tight-fitting facepiece respirator pass an appropriate qualitative fit test (QLFT) or quantitative fit test (QNFT).
2. Dickinson College shall ensure that employees are fit tested with the same make, model, style, and size of respirator that will be used.
3. Dickinson College shall ensure that employees are fit tested prior to initial use of the respirator, whenever a different respirator facepiece (size, style, model, or make) is used, and at least **annually** thereafter.
4. Dickinson College shall conduct an additional fit test whenever the employee reports, or the employer, PLHCP, supervisor, or program administrator makes visual observations of, changes in the employee's physical condition that could affect respirator fit. Such conditions include, but are not limited to: facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight.
5. If after passing a QLFT or QNFT, the employee subsequently notifies the College, program administrator, supervisor, or PLHCP that the fit of the respirator is unacceptable, the employee shall be given a reasonable opportunity to select a different respirator facepiece and to be retested.
6. Fit tests shall be administered using the OSHA-accepted QLFT or QNFT protocols and procedures found in 29 CFR 1910.134 Appendix A.
7. QLFT may only be used to fit test negative pressure air-purifying respirators that must achieve a fit factor of 100 or less.
8. If the fit factor, as determined through an OSHA-accepted QNFT protocol, is equal to or greater than 100 for tight-fitting half facepieces, or equal to or greater than 500 for tight-fitting full facepieces, the QNFT has been passed with that respirator.
9. Fit testing of tight-fitting atmosphere-supplying respirators and tight-fitting powered air-purifying respirators shall be accomplished by performing quantitative or qualitative fit testing in the negative pressure mode, regardless of the mode of operation (negative or positive pressure) that is used for the respiratory protection.
10. Qualitative fit testing of these respirators shall be accomplished by temporarily converting the respirator user's actual facepiece into a negative pressure respirator with appropriate filters, or by using an identical negative pressure air-purifying respirator facepiece with the same sealing surface as a surrogate for the atmosphere-supplying or powered air-purifying respirator facepiece.
11. Quantitative fit testing of these respirators shall be accomplished by modifying the facepiece to allow sampling inside the facepiece in the breathing zone of the user, midway between the nose and mouth. This requirement shall be accomplished by installing a permanent sampling

- probe onto a surrogate facepiece, or by using a sampling adapter designed to temporarily provide a means of sampling air from inside the facepiece.
12. Any modifications to the respirator facepiece for fit testing shall be completely removed, and the facepiece restored to NIOSH-approved configuration, before that facepiece can be used in the workplace.

B. Respirator Use

1. Seal Check

Dickinson College shall require employees to perform a user seal check each time they put on the respirator, using the procedures in Appendix B-1 of 29 CFR 1910.134 or procedures recommended by the respirator manufacturer that the College demonstrates are as effective as those in Appendix B-1.

2. Seal Protection

Employees with facial hair (stubble, mustache, sideburns, beard, low hairline or bangs) that comes between the sealing surface of the face piece and the face or facial hair that interferes with valve function (mustache, beard) shall not be permitted to wear a respirator with a tight-fitting face piece. Employees shall be clean shaven within 24 hours of wearing a respirator.

Employees with any condition that interferes with the face-to-face piece seal or valve function shall not be permitted to wear a respirator with a tight-fitting face piece.

Employees who wear corrective glasses or goggles or other personal protective equipment shall 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. Spectacles with temple bars or straps that pass between the sealing surface of the face piece and the wearers face shall not be worn. If a full face piece respirator is used, special frames for mounting prescription glasses are available.

3. Respirator Effectiveness

Dickinson College shall survey the work area conditions and degree of employee exposure or stress, and when changes occur, reevaluate the continued effectiveness of the respirator.

Dickinson College shall ensure that employees leave the respirator use area:

- a. To wash their faces and respirator face pieces as necessary to prevent eye or skin irritation associated with respirator use; or
- b. If they detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the face piece; or
- c. To replace the respirator or the filter, cartridge, or canister elements.

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

4. Voluntary Use of Respirators

When an employee chooses to use a respirator for comfort, and not for protection against levels of contaminants that would require respiratory protection, the employee does not need fit testing; however, they shall be provided with a copy of 29 CFR 1910.134 Appendix D “Mandatory Information for Employees Using Respirators When not Required Under Standard,” and in addition, employees must undergo a medical evaluation to determine their ability to use that respirator. (EXCEPTION: Dickinson College is not required to include in its written Respiratory Protection Program those employees whose only use of respirators involves the use of filtering face pieces.)

It is the responsibility of the supervisor to ensure that employees wearing respirators on a voluntary basis do not wear these respirators in a situation that would require a respirator, such as exposure above permissible exposure limits or action levels.

VI. Respirator Maintenance

A. Cleaning and Disinfecting

Dickinson College will provide each respirator user with a respirator that is clean, sanitary, and in good working order. Respirators shall be cleaned and disinfected using the procedures in Appendix B-2 of 29 CFR 1910.134, or using the procedures recommended by the respirator manufacturer, provided such procedures are of equivalent effectiveness.

Respirators shall be cleaned and disinfected when:

1. they become unsanitary
2. before use by a different individual
3. after each use if maintained for emergencies only
4. after each use if used for fit testing and training

B. Storage

Respirators shall be stored:

1. to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals
2. to prevent deformation of the facepiece and exhalation valve
3. accessible to the work area
4. according to applicable manufacturer's instructions
5. in compartments or covers that are clearly marked as containing emergency respirators if used for emergency purposes

C. Inspection

Respirators used routinely shall be inspected before each use and during cleanings.

Respirator inspections shall include the following:

1. a check of respirator function
2. tightness of connections
3. condition of the various parts, including but not limited to: the face piece, head straps, valves, connecting tube, cartridges, canisters, and filters
4. a check of the elastomeric parts for pliability and signs of deterioration

D. Repairs

Repairs or adjustments to respirators are to be made only by persons appropriately trained to perform such operations and shall be performed according to manufacturer's recommendations or specifications, using only the respirator manufacturer's NIOSH-approved parts designed for the respirator.

Reducing and admission valves, regulators, and alarms shall be adjusted or repaired only by the manufacturer or a technician trained by the manufacturer.

VII. Breathing Air Quality and Use

Compressed or liquefied air or oxygen used for respiration shall meet the following specifications

1. Compressed air and liquid oxygen shall meet the United States Pharmacopoeia requirements for medical or breathing oxygen, and compressed breathing air shall meet at least the requirements for Grade D breathing air described in ANSI/CGA Commodity Specification for Air G-7.1-1989, to include: Oxygen 19.5-23.5%; Hydrocarbon 5 mg/m³ air or less,

Carbon Monoxide 10 ppm or less, Carbon Dioxide 1000 ppm or less, and lack of noticeable odor.

2. Compressed oxygen shall not be used in atmosphere-supplying respirators that have previously used compressed air.
3. Oxygen concentrations greater than 23.5% are used only in equipment designed for oxygen service or distribution.

Cylinders used to supply breathing air to respirators shall meet the following requirements:

1. Cylinders shall be tested and maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 CFR 173 and 178)
2. Cylinders of purchased breathing air shall have a certificate of analysis from the supplier that the breathing air meets the requirements for Grade D breathing air
3. The moisture content in the cylinder shall not exceed a dew point of -50 degrees F at 1 atmospheric pressure.

Compressors used to supply breathing air to respirators shall be constructed and situated to meet the following requirements:

1. Prevent entry of contaminated air into the air-supply stream.
2. Minimize moisture content so that the dew point at 1 atmospheric pressure is 10 degrees F below the ambient temperature.
3. Have suitable in-line air-purifying sorbent beds and filters to ensure breathing air quality. Sorbent beds and filters shall be maintained and replaced or refurbished periodically following the manufacturer's instructions.
4. Have a tag containing the most recent change date and the signature of the person authorized by the College to perform the change. The tag shall be maintained at the compressor.
5. For compressors that are not oil-lubricated, the College shall ensure that the carbon monoxide levels in the breathing air do not exceed 10 ppm.
6. For oil-lubricated compressors, the College shall use a high-temperature or carbon monoxide alarm, or both, to monitor the carbon monoxide levels. If only high-temperature alarms are used, the air supply shall be monitored at intervals sufficient to prevent carbon monoxide in the breathing air from exceeding 10 ppm.

Additionally, the College shall ensure:

1. Breathing air couplings are incompatible with outlets for non-respirable worksite air or other gas systems. No asphyxiating substance shall be introduced into breathing air lines.
2. Breathable gas containers are marked in accordance with the NIOSH respirator certification standard, 42 CFR part 84.

VIII. Training

A. Requirements

1. Dickinson College shall institute and ensure employee participation in a training program for all employees who are **required** to use respirators.
2. The training program shall be provided prior to using a respirator and shall be repeated annually for each employee included in the Respiratory Protection Program.
3. Information in Appendix D of 29 CFR 1910.134 shall be provided to employees who wear respirators when **not required** to do so by 29 CFR 1910.134 or the College.

*Note: Currently there are **NO** employees at Dickinson College **required** to use a respirator. Any respirator use is considered to be voluntary use.*

B. Training Topics

Dickinson College shall ensure that each employee can demonstrate knowledge of at least the following:

1. Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator.
2. What the limitations and capabilities of the respirator are.
3. How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions.
4. How to inspect, put on and remove, use, and check the seals of the respirator.
5. What the procedures are for maintenance and storage of the respirator.
6. How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators, and
7. The general requirements of 29 CFR 1910.134 and the Dickinson College Respiratory Protection Program.

C. Retraining

Retraining shall be provided annually, and when any of the following situations occur:

1. changes in the workplace or the type of respirator render previous training obsolete
2. inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill
3. any other situation arises in which retraining appears necessary to ensure safe respirator use

IX. Program Evaluation

The Department of Compliance and Enterprise Risk Management shall periodically review the Respiratory Protection Program to ensure that the provisions of the program are effectively implemented and it continues to be effective.

The Department of Compliance and Enterprise Risk Management shall regularly consult with employees required to use respirators to assess the employee's views on program effectiveness and to identify any problems. Any problems that are identified during this assessment shall be corrected. Factors to be assessed included, but are not limited to:

1. respirator fit (including the ability to use the respirator without interfering with effective workplace performance)
2. appropriate respirator selection for the hazards to which the employee is exposed
3. proper respirator use under the workplace conditions the employee encounters, and
4. proper respirator maintenance

X. Record Keeping

A. Medical Evaluations

Records of medical evaluations required shall be retained in accordance with 29 CFR 1910.1020.

B. Fit Tests

Records of Fit Tests shall be retained for a period of up to one year after an employee no longer uses a respirator or until the next fit test is administered. It is recommended that fit test records be maintained for the duration of employment plus 30 years.

Records of QLFT and QNFT shall include:

1. name or identification of the employee tested
2. type of fit test performed
3. specific make, model, style, and size of respirator tested
4. date of test
5. the pass/fail result for QLFTs or the fit factor and strip chart recording or other recording of the test results for QNFTs

C. Training Records

Dickinson College shall retain a record of each employee's training required by the Respiratory Protection standard for the duration of the employee's employment.

Note: any respirator use at Dickinson College is considered to be voluntary. There are no instances at Dickinson College where a respirator is required.

Appendix A:

Respiratory Protection Standard with Mandatory and Non-mandatory Appendices

Appendix B:

Respirator Inspection Checklist

Facepiece:

- Excessive dirt
- Cracks, tears, holes, or physical distortions
- Lack of pliability and signs of distortion
- Incorrect facepiece mounting or missing clips
- Cracked or broken air purifying element holder or bad (stripped) threads
- Damaged/missing inhalation valve

Air Purifying Elements

- Incorrect cartridge or filter for hazard
- Incorrect installation, missing or worn gasket on holder
- Damaged or stripped threads on cartridge/filter
- Expired end of service life indicator
- Expired (past) recommended shelf or service life
- Cracks or dents in outside casing
- Evidence of other damage

Head Straps/Head Harness

- Breaks
- Loss of elasticity
- Broken or malfunctioning buckles/attachments
- Worn serrations which might permit slippage

Inhalation & Exhalation Valves

- Foreign material under valve seat
- Cracks, tears or distortion of the valve
- Cracks, breaks, or chips in the valve body
- Missing or defective valve cover
- Improper installation of valve in valve body
- Improper insertion of valve body into facepiece

Appendix C:

Respirator Cartridge Selection and Change out Schedule Documentation