Attachment 4: *Sample Program*

Small Entity Compliance Guide: Sample Respiratory Protection Program (fill in blanks with your company's/facility's information).

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1. Purpose

_____ has determined that employees in the Prep, Coating, Assembly, and Maintenance departments are exposed to respiratory hazards during routine operations. These hazards include wood dust, particulates, and vapors, and in some cases represent Immediately Dangerous to Life or Health (IDLH) conditions. The purpose of this program is to ensure that all _____ employees are protected from exposure to these respiratory hazards.

Engineering controls, such as ventilation and substitution of less toxic materials, are the first line of defense at _____; however, engineering controls have not always been feasible for some of our operations, or have not always completely controlled the identified hazards. In these situations, respirators and other protective equipment must be used. Respirators are also needed to protect employees' health during emergencies. The work processes requiring respirator use at _____ are outlined in Table 1 in the Scope and Application section of this program.

In addition, some employees have expressed a desire to wear respirators during certain operations that do not require respiratory protection. As a general policy _____ will review each of these requests on a case-by-case basis. If the use of respiratory protection in a specific case will not jeopardize the health or safety of the employee(s), _____ _____ will provide respirators for voluntary use. As outlined in the Scope and Application section of this program, voluntary respirator use is subject to certain requirements of this program.

2. Scope and Application

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 a hazardous substance. This includes workers in the Prep, Coating (Spray Booth), Assembly, and Maintenance departments. All employees working in these areas and engaged in certain processes or tasks (as outlined in the table below) must be enrolled in the company's respiratory protection program.

In addition, any employee who voluntarily wears a respirator when a respirator is not required (i.e., in certain maintenance and coating operations) is subject to the medical evaluation, cleaning, maintenance, and storage elements of this program, and must be provided with certain information specified in this section of the program.

Table 1: Voluntary and Required Respirator Use at _____

Type of Respirator	*Employee Work Area*	*Conditions of Use*
Filtering facepiece (dust mask)	Warehouse workers	Voluntary
Filtering facepiece	Maintenance workers when cleaning spray booth walls or changing spray booth filter	Voluntary
PAPR with P100 filter	Preparation and Assembly	Mandatory
SAR, pressure demand, with auxiliary SCBA	Maintenance - dip coat tank cleaning	Mandatory
Continuous flow SAR with hood	Spray booth operations (prep and cleaning)	Mandatory
Half facepiece APR, with organic vapor cartridge	Dip Coat Tenders, Spray Maintenance workers and loading coating agents into supply system	Voluntary
Escape SCBA	Dip Coat, Coatings Storage Area, Spray Booth Cleaning Area until ventilation is installed	Mandatory

3. Responsibilities

Program Administrator: the Program Administrator is responsible for administering the respiratory protection program. Duties of the program administrator include:

- Identifying work areas, processes or tasks that require workers to wear respirators, and evaluating hazards.
- Ensuring adequate air quantity, quality, and flow of breathing air for atmosphere-supplying respirators. *(See (c)(1) of the standard.)*
- Selection of respiratory protection options.
- Monitoring respirator use to ensure that respirators are used in accord with their certifications.
- Arranging for and/or conducting training.
- Ensuring proper storage, cleaning, inspections, and maintenance of respiratory protection equipment.
- Conducting qualitative fit testing with Bitrex.
- Administering the medical surveillance program.
- Maintaining records required by the program.
- Evaluating the program.
- Updating written program, as needed.
- The Program Administrator for_____ is _____.

Supervisors: supervisors are responsible for ensuring that the respiratory protection program is implemented in their particular areas. In addition to being knowledgeable about the program requirements for their own protection, supervisors must also ensure that the program is understood and followed by the workers under their charge. *Note: Workers participating in the respiratory protection program do so at no cost to themselves.*

Duties of the supervisor include:

- Ensuring that employees under their supervision (including new hires) have received appropriate training, fit testing, and annual medical evaluation.
- Ensuring the availability of appropriate respirators and accessories.
- Being aware of tasks requiring the use of respiratory protection.
- Enforcing the proper use of respiratory protection when necessary.
- Ensuring that respirators are properly cleaned, maintained, inspected, and stored according to the respiratory protection plan.
- Ensuring that respirators fit well and do not cause discomfort.

- Continually monitoring work areas and operations to identify respiratory hazards.
- Coordinating with the Program Administrator on how to address respiratory hazards or other concerns regarding the program.
- Ensuring adequate air quantity, quality, and flow of breathing air for atmosphere-supplying respirators. *(See (c)(1) of the standard.)*

Employees: each employee has the responsibility:

- To wear his or her respirator when and where required and in the manner in which they were trained.
- Care for and maintain their respirators as instructed, and store them in a clean, sanitary location.
- Inform their supervisor if the respirator no longer fits well, and request a new one that fits properly.
- Inform their supervisor or the Program Administrator of any respiratory hazards that they feel are not adequately addressed in the workplace and of any other concerns that they have regarding the program.
- Inform their supervisor of need for a medical reevaluation.

4. Program Elements

Selection Procedures – The Program Administrator:

- Will select respirators to be used on site, based on the hazards to which workers are exposed and in accord with all applicable OSHA standards.
- Will conduct a hazard evaluation for each operation, process, or work area where airborne contaminants may be present in routine operations or during an emergency.
- Monitoring can be contracted out.
- The hazard evaluation will include:
  - Identification and development of a list of hazardous substances used in the workplace, by department or work process.
  - Review of work processes to determine where potential exposures to these hazardous substances may occur. This review is to be conducted by surveying the workplace, reviewing process records, and talking with employees and supervisors.
  - Exposure monitoring to quantify potential hazardous exposures.
  - If worker exposures have not been, or cannot be, evaluated they must be considered IDLH.
  - Respirators are selected based on the workplace hazards evaluated, and workplace and user factors affecting respirator performance and reliability.
- Respirators are selected based on the Assigned Protection Factors (APFs) and calculated Maximum Use Concentrations (MUCs).
- A sufficient number of respirator sizes and models must be provided to the employee during fit testing to identify the acceptable respirator that correctly fits the users.
- For IDLH atmospheres:
  - Full facepiece pressure demand SARs with auxiliary SCBA unit or full facepiece pressure demand SCBAs, with a minimum service life of 30 minutes, must be provided.
  - Respirators used for escape only are NIOSH-certified for the atmosphere in which they will be used.
  - Oxygen deficient atmospheres are considered IDLH.
- For Non-IDLH atmospheres, respirators are:
  - Selected as appropriate for the APFs and MUCs.
  - Selected as appropriate for the chemical nature and physical form of the contaminant.
  - Equipped with end-of-service-life indicators (ESLIs) if the respirators (APRs) are used for protection against gases and vapors. If there is no ESLI, then a change schedule must be implemented.
  - Equipped with NIOSH-certified HEPA filters (or other filters certified by NIOSH for particulates under 42 CFR part 84) if the respirators (APRs) are to be used for protection against particulates.
- When monitoring is contracted out, an example of the type of statement needed in the respirator program is: _____ currently has a contract with _____ to provide monitoring when needed.

  Note: Table 2 at the end of this program contains the sampling data on which this section was based. The results of the current hazard evaluation are the following:

  - Prep-sanding: Ventilation controls on some sanders are in place, but employees continue to be exposed to respirable wood dust at 2.5 - 7.0 mg/m^3 (8-hour time-weighted average, or TWA). Half facepiece APRs with P100 filters and goggles are required for employees sanding wood pieces. PAPRs will be available for employees who are unable to wear an APR.

- Prep-cleaning: Average methylene chloride exposures measured at 70 ppm based on 8-hour TWA exposure results for workers cleaning/stripping furniture pieces. Ventilation controls are planned but will not be implemented until designs are completed and a contract has been let for installation of the controls. In the meantime, workers must wear supplied-air hoods with continuous air flow, as required by the Methylene Chloride standard at 29 CFR 1910.1052.
- Coating-spray booth: _____ has decided to take a conservative approach and require all employees to wear supplied-air respirators when working inside the spray booth. Based on exposure data in published reports on the same type of spray booth operations, the **Program Administrator** has determined that a SAR in the continuous flow mode will provide sufficient protection. Spray booth employees may opt to wear half facepiece APRs with organic vapor cartridges when cleaning spray guns.
- Coating-dip coat and drying: Exposures are kept within PELs by ventilation, and employees generally enter the dip coat area for short time periods (up to one hour). Vapors could leak into the dip coat and drying areas if the ventilation system is not running at peak efficiency. Odors in this area are often unpleasant even at the levels maintained by the ventilation system. While _____ notes that respiratory protection is not required in this area, the company recognizes employee concern about breathing vapors and about having to work in an unpleasant environment. Accordingly, employees may voluntarily choose to wear a half facepiece APR with organic vapor cartridges when working in this area.
- Assembly: Ventilation controls on sanders are in place, but employees continue to be exposed to respirable wood dust at 2.5 - 6.0 mg/m^3 (8-hour TWA); half facepiece APRs with P100 filters and goggles are required for employees sanding wood pieces in the assembly department. PAPRs will be available for employees who are unable to wear an APR. The planned substitution for aqueous-based glues will eliminate exposures to formaldehyde, methylene chloride, and epoxy resins. Until then, appropriate respiratory protection is required according to the Formaldehyde and Methylene Chloride standards, and the cartridge, filter, and canister requirements of the Respiratory Protection standard at *paragraph (d)(3)(ii)*.
- Maintenance: Because of potential IDLH conditions, employees cleaning dip coat tanks must wear a pressure demand SAR during the performance of this task. Employees may voluntarily wear half facepiece APRs with P100 cartridges when cleaning spray booth walls or changing booth filters, and half facepiece APRs with organic vapor cartridges when loading coating agents into supply systems. Although exposure monitoring has shown that exposures are kept within PELs during these procedures, _____ will provide respirators to workers who are concerned about potential exposures.

Table 2: Hazard Assessment (Sample Program) - Date of Assessment

Department	*Contaminants*	*Exposure Level (8-hr TWA)*	*PEL*	*Controls*
Spray Booth Cleaning Area	Possible emergency spills of hazardous substances			Alarms; escape respirators located in Locker #1 in Spray Booth
Dip Coat/ Drying Area	Potentially malfunctioning ventilation system; leak in supply			Alarms; escape respirators located in Storage Area #3 in the Dip Coat/Drying Area
Coatings Storage Area	Leaks/spills			Alarms; escape respirators located in locker #4 in the Coating Storage Area
Dip Coat Tank Cleaner	Possible IDLH		IDLH	Pressure demand SAR; confined space entry procedures as specified in the Confined Space Program for this workplace
Preparation Coat/Assembly Area/Maintenance	Respirable wood dust, other particulates, vapors; can be IDLH		Can be IDLH	Pressure demand SAR
Preparation Sanding	Respirable wood dust	2.5 - 7.0 mg/m^3	15 mg/m^3	Half facepiece APRs with P100 filters and goggles
Preparation cleaning/clean and strip	Methylene Chloride	70 ppm	25 ppm PEL 12.5 ppm AL 125 ppm STEL	Awaiting the installation of ventilation; until then, SAR hood with continuous flow
Coat/Spray Booth				At Program Administrator's discretion: SAR Hood with continuous flow
Coat Spray/Cleaning Spray Gun				When cleaning spray guns **only**, employees may opt for APRs with organic vapor cartridges
Coating/Dip Tank/Drying				Ventilation; employees work in this area for short periods of time only (an hour); due to the presence of smells and vapors, employees may voluntarily choose to wear half mask APRs with organic vapor filters
Assembly	Respirable wood dust	2.5 - 6.0 mg/m^3 IDLH	15 mg/m^3	Although ventilation has been provided, employees still experience respirable dust; half facepiece APRs with P100 filters and goggles; PAPRs can be made available to workers who cannot wear half mask APRs; substitution of aqueous-based glues will eliminate exposures to formaldehyde, methylene chloride, and epoxy resins
Maintenance: cleaning dip coat tanks				Pressure demand SAR while performing this task

Updating the Hazard Assessment – The Program Administrator:

- Must revise and update the hazard assessment as needed (i.e., any time work process changes may potentially affect exposure). If an employee feels that respiratory protection is needed during a particular activity, he/she is to contact his or her supervisor or the **Program Administrator**. The Program Administrator then:
- Will evaluate the potential hazard, arranging for outside assistance as necessary.
- Will then communicate the results of that assessment back to the employees. If it is determined that respiratory protection is necessary, all other elements of this program will be in effect for those tasks, and this program will be updated accordingly.
- Will ensure that all respirators are certified by the National Institute for Occupational Safety and Health (NIOSH) and are used in accord with the terms of that certification.
- Will also ensure that all filters, cartridges, and canisters must be labeled with the appropriate NIOSH certification label. The label must not be removed or defaced while it is in use.
- Regarding **Voluntary Respirator Use**, the following statement is needed: _____ will provide respirators at no charge to employees for voluntary use for the following work processes/areas:

  Employees may wear half facepiece APRs with organic vapor cartridges while working in the dip coat area.

  Warehouse workers may wear filtering facepieces.

  Spray Booth Operators may wear half facepiece APRs with organic vapor cartridges while cleaning spray guns.

  Maintenance personnel may wear half facepiece APRs with P100 cartridges while cleaning spray booth walls, and organic vapor cartridges while loading spray guns.

The Program Administrator will also:

- Provide all employees who voluntarily choose to wear either of the above respirators with a copy of *Appendix D* of the standard specified by the *Respiratory Protection standard (29 CFR 1910.134). (Appendix D* details the requirements for voluntary use of respirators by workers.) Workers choosing to wear a half facepiece APR must comply with the procedures for medical evaluation, respirator use, and cleaning, maintenance and storage.
- Authorize voluntary use of respiratory protective equipment as requested by all other workers on a case-by-case basis, depending on specific workplace conditions and the results of the medical evaluations. Voluntary use does not require compliance with these specific provisions of the standard.

Medical Evaluation: Employees who are either required to wear respirators, or who choose to wear an APR voluntarily, must pass a medical exam before being permitted to wear a respirator on the job. Employees are not permitted to wear respirators until a PLHCP has determined that they are medically able to do so. Any employee refusing the medical evaluation will not be allowed to work in an area requiring respirator use. A PLHCP _____, where all company medical services are provided, will provide the medical evaluations.

Medical evaluation procedures are as follows:

- The medical evaluation will be conducted using the questionnaire provided in *Appendix C* of the Respiratory Protection standard.
- The **Program Administrator** will provide a copy of this questionnaire to all employees requiring medical evaluations.
- To the extent feasible, the company will assist employees who are unable to read the questionnaire (by providing help in reading the questionnaire). When this is not possible, the employee will be sent directly to the physician for medical evaluation.
- All affected employees will be given a copy of the medical questionnaire to fill out, along with a stamped and addressed envelope for mailing the questionnaire to the company physician.

Employees will:

- Be permitted to fill out the questionnaire on company time.
- Be granted follow-up medical exams as required by the Respiratory Protection standard, and/or as deemed necessary by _____ the PLHCP.
- Be granted the opportunity to speak with the physician about their medical evaluation, if they so request.

The Program Administrator has provided _____ _____ the physician with:

- A copy of this program, and a copy of the Respiratory Protection standard.
- The list of hazardous substances by work area, and for each employee requiring evaluation, his or her work area or job.
- The employee's title, proposed respirator type and weight, length of time required to wear the respirator, expected physical work load (light, moderate, or heavy), potential temperature and humidity extremes, and any additional protective clothing required.

Any employee required for medical reasons to wear a positive pressure air purifying respirator will be provided with a powered air purifying respirator.

After an employee has received clearance and begun to wear his or her respirator, additional medical evaluations will be provided if:

- The employee reports signs and/or symptoms related to their ability to use a respirator, such as shortness of breath, dizziness, chest pains, or wheezing.
- The PLHCP _____or supervisor informs the **Program Administrator** that the employee needs to be reevaluated, additional medical evaluation will be provided.
- Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation.
- An example of the PLHCP's or the supervisor's observations that additional medical evaluation is needed could be that there has been a change in workplace conditions that may result in an increased physiological burden on the employee.

A list of _____ employees currently included in medical surveillance is provided in Table 3 of this program. All examinations and questionnaires are to remain confidential between the employee and the physician.

Fit Testing:

- Fit testing is required for employees wearing half facepiece APRs for exposure to wood dust in Prep and Assembly, and maintenance workers who wear a tight-fitting SAR for dip tank cleaning.
- Employees voluntarily wearing half facepiece APRs may also be fit tested upon request.
- Employees who are required to wear half facepiece APRs will be fit tested:
  - Prior to being allowed to wear any respirator with a tight fitting facepiece.
  - Annually.
  - When there are changes in the employee's physical condition that could affect respiratory fit (e.g., obvious change in body weight, facial scarring, etc.).
- Employees will be fit tested with the make, model, and size of respirator that they will actually wear.
- Employees will be provided with several models and sizes of respirators so that they may find an optimal fit.
- Fit testing of PAPRs is to be conducted in the negative pressure mode. The **Program Administrator** will conduct fit tests following the OSHA approved Bitrex Solution Aerosol QLFT Protocol in *Appendix A of the Respiratory Protection standard*. The **Program Administrator** has determined that QNFT is not required for the respirators used under current conditions at _____. If conditions affecting respirator use change, the **Program Administrator** will evaluate on a case-by-case basis whether QNFT is required.

Respirator Use - Responsibilities for **Employees** are that they:

- Will use their respirators under conditions specified by this program, and in accord with the training they receive on the use of each particular model. In addition, the respirator must not be used in a manner for which it is not certified by NIOSH or by its manufacturer.
- Must conduct user seal checks each time that they wear their respirator.
- Must use either the positive or negative pressure check (depending on which test works best for them) specified in *Appendix B-1 of the Respiratory Protection standard*.
- Must leave the work area to go to the locker room to maintain their respirator for the following reasons:
  - to clean their respirator if the respirator is impeding their ability to work;
  - to change filters or cartridges, or replace parts; or
  - to inspect the respirator if it stops functioning as intended.
- Should notify their supervisor before leaving the area.
- Not wear tight-fitting respirators if they have any condition, such as facial scars, facial hair, or missing dentures, that prevents them from achieving a good seal.

- Not wear headphones, jewelry, or other articles that may interfere with the facepiece-to-face seal.

Emergency Procedures:

- The following work areas have been identified as having foreseeable emergencies:
  - Spray Booth Cleaning Area - spill of hazardous waste
  - Dip Coat Area - malfunction of ventilation system, leak in supply system
  - Coatings Storage Area - spill or leak of hazardous substances
- When the alarm sounds, employees in the affected department must immediately don their emergency escape respirator, shut down their process equipment, and exit the work area.
- All other employees must immediately evacuate the building. _____'s Emergency Action Plan describes these procedures (including proper evacuation routes and rally points) in greater detail.
- Emergency escape respirators are located in:
  - Locker #1 in the Spray Booth Area
  - Storage cabinet #3 in the Dip Coat/Drying Area
  - Locker #4 in the Coatings Storage Area
- Respiratory protection in these instances is for escape purposes only. _____ employees are not trained as emergency responders, and are not authorized to act in such a manner.

Respirator Malfunction

1. **APR Respirator Malfunction:**

- For any malfunction of an APR (e.g., breakthrough, facepiece leakage, or improperly working valve), the respirator wearer must inform his or her supervisor that the respirator no longer functions, and go to the designated safe area to maintain the respirator. The supervisor must ensure that the employee receives the needed parts to repair the respirator, or is provided with a new respirator.

2. **Atmosphere-Supplying Respirator Malfunction:**

- All workers wearing atmosphere-supplying respirators will work with a buddy.
- Buddies should assist workers who experience an SAR malfunction as follows:
  - If a worker in the spray booth experiences a malfunction of an SAR, he or she should signal to the buddy that he or she has had a respirator malfunction. The buddy shall don an emergency escape respirator and aid the worker in immediately exiting the spray booth.
  - Workers cleaning wood pieces or assembled furniture in the Prep department will work with a buddy. If one of the workers experiences a respirator malfunction, he/she shall signal this to their buddy. The buddy must immediately stop what he or she is doing to escort the worker to the Prep staging area where the worker can safely remove the SAR.

IDLH Procedures

- The **Program Administrator** has identified the following area as presenting the potential for IDLH conditions:
- **Dip Coat Tank Cleaning:**
  - Maintenance workers will be periodically required to enter the dip tank to perform scheduled or unscheduled maintenance.
  - In such cases, workers will follow the permit-required confined space entry procedures specified in the _____ Confined Space Program.
  - As specified above, the **Program Administrator** has determined that workers entering this area must wear a pressure demand SAR.
  - In addition, an appropriately trained and equipped standby person must remain outside the dip tank 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 standby person must immediately notify the **Program Administrator** and will proceed with rescue operations in accord with rescue procedures outlined in the _____ Confined Space Program.

Air Quality

- For supplied-air respirators, only Grade D breathing air is to be used in the cylinders.
- The **Program Administrator** will coordinate deliveries of compressed air with the company's vendor, Compressed Air Inc., and require Compressed Air Inc. to certify that the air in the cylinders meets the specifications of Grade D breathing air.
- The **Program Administrator** will maintain a minimum air supply of one fully charged replacement

cylinder for each SAR unit. In addition, cylinders may be recharged as necessary from the breathing air cascade system located near the respirator storage area.

- The air for this system is provided by _____'s supplier, and deliveries of new air are coordinated by the **Program Administrator**.

Cleaning, Maintenance and Change Schedules and Storage

Cleaning

- Respirators are to be regularly cleaned and disinfected at the designated respirator cleaning station located in the employee locker room.
- Respirators issued for the exclusive use of a employee are to be cleaned as often as necessary, but at least once a day for workers in the Prep and Assembly departments.
- Atmosphere-supplying and emergency use respirators are to be cleaned and disinfected after each use.

- The following procedure is to be used when cleaning and disinfecting respirators:
  - Disassemble respirator, removing any filters, canisters, or cartridges.
  - Wash the facepiece and associated parts in a mild detergent with warm water. Do not use organic solvents.
  - Rinse completely in clean warm water.
  - Wipe the respirator with disinfectant wipes (70% Isopropyl Alcohol) to kill germs.
  - Air dry in a clean area.
  - Reassemble the respirator and replace any defective parts.
  - Place in a clean, dry plastic bag or other airtight container.
- Note: The **Program Administrator** will ensure an adequate supply of appropriate cleaning and disinfection material at the cleaning station. If supplies are low, employees should contact their supervisor, who will inform the **Program Administrator**.

Maintenance

- Respirators are to be properly maintained at all times to ensure that they function properly and adequately protect the employee.
- Maintenance involves a thorough visual inspection for cleanliness and defects.
- Worn or deteriorated parts will be replaced prior to use.
- No components will be replaced or repairs made beyond those recommended by the manufacturer.
- Repairs to regulators or alarms of atmosphere-supplying respirators will be conducted by the manufacturer.
- The following checklist will be used when inspecting respirators:
  - Facepiece:
    - cracks, tears, or holes
    - facemask distortion
    - cracked or loose lenses/faceshield
  - Valves:
    - Residue or dirt
    - Cracks or tears in valve material
  - Headstraps:
    - breaks or tears
    - broken buckles
  - Filters/Cartridges:
    - approval designation
    - gaskets
    - cracks or dents in housing
    - proper cartridge for hazard
  - Air Supply Systems:
    - breathing air quality/grade
    - condition of supply hoses
    - hose connections
    - settings on regulators and valves
- Employees are permitted to leave their work area and go to a designated area that is free of respiratory hazards when they need to wash their face and respirator facepiece to prevent any eye or skin irritation, or to replace the filter, cartridge or canister, or when they detect vapor or gas breakthrough or leakage in the facepiece or detect any other damage to the respirator or its components.

Change Schedules

- Employees wearing APRs or PAPRs with P100 filters for protection against wood dust and other particulates need to change the cartridges on their respirators when they first begin to experience difficulty breathing (i.e., resistance) while wearing their masks.

- Based on discussions with our respirator distributor about _____'s workplace exposure conditions, employees voluntarily wearing APRs with organic vapor cartridges must change the cartridges on their respirators at the end of each work week to ensure the continued effectiveness of the respirators.

Storage

- Respirators must be stored in a clean, dry area, and in accord with the manufacturer's recommendations.
- Each employee will clean and inspect their own air-purifying respirator in accord with the provisions of this program, and will store their respirator in a plastic bag in their own locker.
- Each employee will have his/her name on the bag, and that bag will only be used to store that employee's respirator.
- Atmosphere-supplying respirators will be stored in the storage cabinet outside of the **Program Administrator's** office.
- The **Program Administrator** will store _____ _____'s supply of respirators and respirator components in their original manufacturer's packaging in the equipment storage room.

Defective Respirators

- Respirators that are defective or have defective parts must be taken out of service immediately.
- If, during an inspection, an employee discovers a defect in a respirator, he/she is to bring the defect to the attention of his or her supervisor.
- Supervisors will give all defective respirators to the **Program Administrator**.
- The **Program Administrator** will decide whether to:
  - Temporarily take the respirator out of service until it can be repaired.
  - Perform a simple fix on the spot such as replacing a headstrap.
  - Dispose of the respirator due to an irreparable problem or defect.
- When a respirator is taken out of service, the respirator will be tagged out of service, and the employee will be given a replacement of the same make, model and size.
- If the employee is not given a replacement of the same make, model and size, then the employee must be fit tested.
- All tagged out-of-service respirators will be kept in the storage cabinet inside the **Program Administrator's** office.

Training

- The **Program Administrator** will provide training to respirator users and their supervisors on the contents of the _____ Respiratory Protection Program and their responsibilities under it, and on the OSHA Respiratory Protection standard.
- Workers will be trained prior to using a respirator in the workplace.
- The training must be comprehensive, understandable and recur annually, and more often if necessary.
- As with any employee, supervisors must be trained prior to using a respirator in the workplace; they also should be trained prior to supervising workers who must wear respirators if the supervisors themselves do not use a respirator.
- Supervisors will provide the basic information on respirators in Appendix D of the Respiratory Protection standard to employees who wear respirators when not required by the employer to do so.
- Supervisors will ensure that each employee can demonstrate knowledge of at least the following:

  Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator;

  What the limitations and capabilities of the respirator are;

  How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions;

  How to inspect, put on and remove, use, and check the seals of the respirator;

  What the procedures are for maintenance and storage of the respirator;

  How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators; and

  The general requirements of the Respiratory Protection standard.
- Supervisors will ensure that employees will be retrained annually or as needed (e.g., if they change departments and need to use a different respirator).

  An employer who is able to demonstrate that a new employee has received training within the last 12 months that addresses the elements specified in

paragraph (k)(1)(i) through (vii) is not required to repeat such training provided that, as required by *paragraph (k)(1)*, the employee can demonstrate knowledge of those element(s).

Previous training not repeated initially by the employer must be provided no later than 12 months from the date of the previous training.

Retraining shall be administered annually, and when the following situations occur:

Changes in the workplace or the type of respirator render previous training obsolete;

Inadequacies in the employee's knowledge or use of the respirator indicate that the worker has not retained the requisite understanding or skill; or

Any other situation arises in which retraining appears necessary to ensure safe respirator use.

The basic advisory information on respirators, as presented in Appendix D of the Respiratory Protection standard, shall be provided by the employer in any written or oral format to employees who wear respirators when such use is not required by this section or by the employer.

5. Program Evaluation

- The **Program Administrator** will conduct periodic evaluations of the workplace to ensure that the provisions of this program are being implemented.
- The evaluations will include regular consultations with employees who use respirators and their supervisors, site inspections, air monitoring and a review of records.
- List factors to be evaluated *(see (l)(2).)*
- Problems identified will be noted in an inspection log and corrected by the **Program Administrator**.
- These findings will be reported to _____ management, and the report will list plans to correct deficiencies in the respirator program and target dates for implementing those corrections.

6. Documentation and Recordkeeping

- A written copy of this program and the OSHA standard is kept in the **Program Administrator's** office and is available to all employees who wish to review it.
- Also maintained in the **Program Administrator's** office are copies of training materials.
- Copies of fit test records *(see (m)(2) of the standard)*. These records will be updated as new fit tests are conducted.
- These records will be updated as new employees are trained and as existing employees receive refresher training.
- The **Program Administrator** will also maintain copies of the records for all employees covered under the respirator program (except medical records).
- The completed medical questionnaire and the PLHCP's documented findings are confidential and will remain at _____. The company will only retain the physician's written recommendation regarding each employee's ability to wear a respirator.

Table 3: A list of _____ employees currently included in the medical surveillance program. Date of Listing.

Name of first employee _____	Date_____
Second name _____	Date_____
Next name_____	Date_____
Next name_____	Date_____
Next name_____	Date_____
Next name_____	Date_____
Next name_____	Date_____
Next name_____	Date_____
Last name_____	Date_____