



The purpose of this program is to ensure that Kennesaw State University (KSU) employees are protected from exposure to respiratory hazards, in accordance with the requirements of the US Department of Labor (DOL), the Occupational Safety and Health Administration (OSHA), and the Respiratory Protection Standard, 29 CFR 1910.134.

Caring for and maintaining their respirators.

Participating in training and keeping appointments regarding compliance with medical requirements.

Informing their supervisor (or program administrator) if experiencing problems when wearing their respirator or if the respirator malfunctions.

The EHS Department may conduct an exposure assessment to determine an employee's exposure to airborne contaminants. The assessment involves a job hazard analysis, data review, and industrial hygiene sampling, among others.

In evaluating the risk of a respiratory hazard, EHS will consider a variety of criteria, including established permissible exposure limits (PEL) or time weighted averages (TLV), or other equivalent standards for individual contaminants. Other criteria may include risk of respiratory exposure to biological agents (bacteria, viruses, and molds).

Certain high-risk activities, such as disturbing friable asbestos containing material, may require use of the appropriate level of respiratory protection, as a matter of protocol.

If, upon the assessment, it is determined that the employee exposure is at or greater than permissible limits, EHS will recommend appropriate engineering and administrative controls to reduce the exposure. If the engineering controls are not effective, feasible or while such controls are pending implementation, use of appropriate respiratory protection will be required.

Using a respirator may place a physiological burden on the person wearing the respirator. The physiological burden will vary with the type of respirator worn, the job and workplace conditions in which the respirator is used, and the medical status of the employee.

Accordingly, any KSU employee whose job requires the use of a respirator, based on the exposure assessment, must have an initial medical evaluation to determine the employee's ability to use a respirator before the employee is allowed to wear the respirator.

Medical evaluation will be performed by a physician or other licensed health care professional (PLHCP) identified by the University using a medical questionnaire.

A follow-up medical examination will be provided for an employee who gives a positive response to any of questions 1 through 8 of the medical questionnaire or whose initial medical examination demonstrates the need for a follow-up medical examination.

The medical questionnaire and examination will be administered confidentially during the employee's normal working hours or at a time and place convenient to the employee.

Proper use of respirators, including putting on and removing them, any limitations on their use, and proper care and maintenance.

Elements of KSU's Respiratory Protection Program - policies, procedures, regulations, and standards.

Refresher training will be required annually and when any of 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 employee has not retained the requisite understanding or skill.

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

KSU employees should only wear a respirator when the use of a respirator is required, based on respiratory hazard assessment conducted by EHS.

If EHS has determined there is no airborne hazard that would require the use of a respirator, but the employee decides to wear a respirator, such use will be considered voluntary use of respirator.

Certain requirements apply to voluntary use of respirators:

Employee must be medically able to use that respirator.

Only voluntary use of a filtering facepiece (N95) respirator is allowed. Such use is not subject to the medical evaluation, fit testing, and formal training.

EHS will provide the employees voluntarily using respirator with a copy of "

" which can be found in (Appendix A) of this Program.

Employees who choose to use half or full-face piece APRs and ASRs, when not required by working conditions, will be required to adhere to all elements of this program, including medical evaluation, fit testing, and training.

The respirator must be properly used, cleaned, stored, and maintained so that its use does not present a health hazard to the employee.

EHS will establish and retain records regarding hazard assessments, medical evaluations, fit testing, training, and the Respirator Protection Program.

EHS will conduct evaluations of the workplace as necessary to ensure that the provisions of this program are being effectively implemented and that the program continues to be effective. Program evaluation shall be performed at least annually.

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Gas and vapor contaminants

APR with Chemical-cartridge or canister respirator.
Positive-pressure SAR.

Employees should inspect respirators for basic function before each use and during the cleaning and disinfecting process. The inspection involves checking the respirator's ability to work properly, including checking:

- Tightness of any connections.

- Condition of the various parts, such as the facepiece, head straps, valves, tubes, hoses, and any cartridges, canisters, or filters.

- Pliability and signs of deterioration of elastomeric parts.

If your respirator fails an inspection or is defective, you should immediately inform your supervisor and/or EHS. Do Not use a defective respirator.

Respirators must be cleaned as often as necessary to prevent them from becoming unsanitary. In general, cleaning and disinfecting consists of taking the respirator apart, washing it, disinfecting it, thoroughly rinsing it, and putting it back together when it is dry.

Filtering facepiece respirators cannot be cleaned or disinfected. However, it is important that they are inspected for cleanliness and damage before each use.

Other respirators should be cleaned and disinfected using the *Respirator Cleaning Procedures* outlined in _____ of this program, or procedures recommended by the respirator manufacturer, provided that such procedures have equal or better effectiveness.

For respirators that use filters to clean the air, the filters must be replaced whenever they are damaged, soiled, or cause noticeably increased breathing resistance. Gas cartridges or canisters must be replaced before they reach their limit to ensure the user's protection.

Repairs must be made according to the respirator manufacturer's instructions and must use only NIOSH-approved parts that are designed for the respirator. Repairs or adjustments must be made only by appropriately trained person.

Respirators that fail an inspection or are otherwise not fit for use and cannot be repaired must be discarded. The respirator is marked as "unsafe," and the elastomeric headband is removed. Additionally, a red tag should be attached to the respirator that reads "Unsafe for use – discard."

- 1) U.S. Department of Labor, Occupational Safety and Health Administration, [Respiratory Protection Standard](#), 29 CFR 1910.134.
- 2) U.S. Department of Labor, Occupational Safety and Health Administration, [Respiratory Protection Standard, Fit Testing Procedures](#), 29 CFR 1910.134 App A.
- 3) U.S. Department of Labor, Occupational Safety and Health Administration, [Respiratory Protection Standard, OSHA Respirator Medical Evaluation Questionnaire](#), 29 CFR 1910.134 App C.
- 4) U.S. Department of Labor, Occupational Safety and Health Administration, [Information for Employees Using Respirators When not Required Under Standard](#), 29 CFR 1910.134 App D.

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.

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

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.

Keep track of your respirator so that you do not mistakenly use someone else's respirator.

These procedures are provided for employee use when cleaning respirators. They are general in nature, and the employee as an alternative may use the cleaning recommendations provided by the manufacturer of the respirators used by the employee, provided such procedures are as effective as those listed here. Equivalent effectiveness simply means that the procedures used must accomplish the objectives set forth in here, i.e., must ensure that the respirator is properly cleaned and disinfected in a manner that prevents damage to the respirator and does not cause harm to the user.

- A. Remove filters, cartridges, or canisters. Disassemble facepieces by removing speaking