**PURPOSE:**

Wagner-Meinert, LLC has determined that some of its employees may be exposed to airborne concentrations of hazardous materials at or above established action levels while performing their job duties at various job sites. It has been established that engineering controls to reduce worker exposure below established action levels will be in force at all times. The purpose of this program is to protect our workers at job sites from respiratory hazards.

**SCOPE:**

This respiratory protection program applies to all company employees who are required to wear respirators while working at this job site and to those who choose to wear respirators on a voluntary basis. Company employees who wear dust masks are not subject to the medical evaluation, cleaning, storage and maintenance provisions of this program.

Employees who are required to wear respirators shall participate in this program at no cost to them.

**DOCUMENTS**

**Appendix 12A** Respirator Medical Evaluation Questionnaire

**Appendix 12B** Qualitative Fit Test Record

**Appendix 12C** Respirator Fit Test Procedure

**REFERENCES:**

(A) Occupational Safety and Health Standards for General Industry (29 CFR 1910.134).

(B) Occupational Safety and Health Standards for Construction (29 CFR 1926.103).

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## **1.0 SAFETY DIRECTOR RESPONSIBILITIES**

1.1 Identifying work areas, processes or tasks that require workers to wear respirators.

1.2 Evaluating respiratory hazards.

1.3 Selecting appropriate respiratory protection.

1.4 Monitoring respirator use to ensure that respirators are used in accordance with their certifications.

1.5 Scheduling respirator user training and Fit testing with the Safety Service group.

1.6 Ensuring proper storage and maintenance of respiratory protective equipment.

1.7 Maintaining all applicable documentation.

1.8 Ensure the medical surveillance program is being adhered to

1.9 Auditing records for accuracy.

1.10 Evaluating the program.

1.11 Updating the written program as needed.

2.0 PROJECT MANAGER/FOREMAN RESPONSIBILITIES

2.1 Ensuring that the program is implemented on the job site.

2.2 Ensuring that employees using respirators understand and follow the program.

2.3 Ensuring that company employees have received respirator use training, fit testing and an annual medical evaluation.

2.4 Ensuring the availability of respirators and accessories.

2.5 Enforcing the proper use of respiratory protection when required.

2.6 Ensuring that respirator users properly clean, maintain and store their respirators.

3.0 EMPLOYEE RESPONSIBILITIES

## 3.1 Wearing a respirator when and where required.

3.2 Wearing the respirator in the manner described during training.

3.3 Maintaining the respirator as instructed.

3.4 Storing the respirator in a clean and sanitary location.

3.5 Informing the supervisor if respirator no longer fits and requesting a new one.

3.6 Informing the supervisor or program administrator of any concerns regarding respiratory protection.

## **4.0 SELECTION PROCEDURES**

4.1 Wagner-Meinert will only use NIOSH approved respirators! MSA Black Hacar or Silicon Facepiece. Project Manager or Foreman will select respirators to be used on site based on the hazards to which workers are exposed and in accordance with all OSHA standards.

4.1 Project Manager or Foreman will select respirators to be used on site based on the hazards to which workers are exposed and in accordance with all OSHA standards.

4.2 Job Site Foreman will conduct a hazard assessment for each operation, process or work area where airborne contaminants may be present in routine operations. The hazard assessment will include:

4.3 Identification and documentation of hazardous substances which could become airborne during duration of work.

4.4 Review of work processes to determine where potential exposures to these hazardous substances may occur.

4.5 Exposure monitoring to quantify potential hazardous exposures.

4.6 Ensuring employees do not have facial hair that would impede the seal of the respirator.

## **5.0 NIOSH CERTIFICATION**

5.1 All respirators used by this company will be certified by the National Institute for Occupational Safety and Health (NIOSH). All filters, cartridges and canisters used by company employees will be labeled with NIOSH certification labels. Filters, cartridges and/or canisters that have missing or defaced NIOSH certification labels will be removed from service immediately and discarded.

6.0 VOLUNTARY RESPIRATOR USE

6.1 No employee may wear a respirator voluntarily unless a Foreman determines that doing so, will not create a hazard.

6.2 Employees participating in voluntary respirator use wearing a half-face piece air-purifying respirator are required to comply with the procedures in this program for medical evaluation, respirator use, cleaning, maintenance and storage.

## **7.0 MEDICAL EVALUATIONS**

7.1 Employees who are either required to wear respirators, or who choose to wear air purifying respirators voluntarily, will receive a medical evaluation before respirator use begins. The medical evaluation will be no cost to the employee.

7.2 Medical evaluation procedures are as follows:

7.2.1 The medical evaluation will be conducted using the questionnaire found in Appendix 12A of this program. The Safety Services will provide a copy of the questionnaire to all employees requiring medical evaluations.

7.2.2 To the extent feasible, the company will assist employees who are unable to read the questionnaire. When this is not possible, the employee will be sent directly to the physician or licensed health care provider for medical evaluation.

7.2.3 All affected employees will be given a copy of the medical questionnaire to fill out, along with a stamped, addressed envelope for mailing the questionnaire to the Physician or Licensed Health Care Professional. Respirator users will be allowed to complete the questionnaire on company time.

7.2.4 Follow-up medical examinations will be granted to employees as required by OSHA’s current Respiratory Protection Standard or as deemed necessary by Physician or Licensed Health Care Professional.

7.2.5 All employees will be given the opportunity to speak with the Physician or Licensed Health Care Professional about their medical evaluation.

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

7.2.7 After an employee has received clearance and begun to wear a respirator, additional medical evaluations will be provided under the following circumstances:

7.2.7.1 the employee reports signs and/or symptoms related to his or her ability to use a respirator such as shortness of breath, dizziness, chest pains or wheezing;

7.2.7.2 Physician or Licensed Health Care Professional believes the employee needs to be reevaluated.

7.2.7.3 Information from this program, including observations made during fit-testing and program evaluation, indicates a need for reevaluation.

7.2.7.4 A change occurs in workplace conditions that may result in an increased physiological burden on the employee.

7.2.7.5 All examinations and questionnaires are to remain confidential between the employee and Physician or Licensed Health Care Professional.

## **8.0 FIT-TESTING**

8.1 All affected employees who are required to wear respirators will be fit tested:

8.1.1 Before starting work requiring the use of a respirator;

8.1.2 Annually thereafter; and

8.1.3 When there are changes in the employee’s physical condition that could affect respirator fit such as obvious changes in body weight, facial scarring, extensive dental work, etc.

8.2 Employees will be fit-tested with the make, model and size respirator that they will actually be wearing. Employees will be provided with several models and sizes of respirators so that they can find the best and most comfortable fit possible. In situations where an employee must use a powered, air-purifying respirator, fit-testing will be done in the negative pressure mode.

8.3 The Safety Services group or qualified designee will conduct fit tests following OSHA’s guidelines. Fit test records shall be retained for respirator users until the next fit test is administered.

8.4 The Safety Committee has determined that quantitative fit-testing is not required for most of our personnel. The fit testing will be mandatory for personnel who require fit testing under OSHA Standard. The Safety Committee will reevaluate whether quantitative fit-testing is needed.

8.5 See Appendix 12B for fit testing procedure.

## **9.0 GENERAL USE PROCEDURES**

9.1 Employees will use their respirators under conditions specified in this program, and in accordance with the training they received on the use of the respirator they will use.

9.2 All employees shall conduct user seal checks each time they wear their respirator. Employees will use either the positive or negative pressure check depending on which works best for them. If the employee has developed facial hair that will impede the seal of the respirator the employee must correct / shave the area of impediment, so the respirator will have a proper seal before donning the respirator.

9.3 Employees are permitted to leave their work areas to clean their respirators, change filters or cartridges, replace parts or to inspect their respirators. Employees are instructed to tell their supervisor before leaving the work area.

9.4 Employees are not permitted to wear tight-fitting respirators if they have any condition, such as facial scars, facial hair, missing dentures or any other condition that prevents them from achieving a good seal.

9.5 Employees are prohibited from entering IDLH atmospheres under any circumstances.

9.6 Employees are permitted the use of SCBAs under the following circumstances:

* + 1. The atmosphere is below 10% of the IDLH, harmful vapors, and in oxygen deficient atmospheres.

9.6.2 The employee is trained, medically cleared and does not have any facial hair that would impede the seal of the respirator.

9.6.3 The SCBA including the cylinder has been DOT certified and is in good operating condition. This includes; Cylinder is free from defects, filled with grade “D” air, the regulator certified, the cylinder has been hydrostatically tested, etc.

## **10.0 RESPIRATOR MALFUNCTION**

10.1 Air Purifying Respirator Malfunction:

10.1.1 For any malfunction of an air purifying respirator, such as breakthrough, face piece leakage, defective valves, etc., the respirator user will leave the exposure area immediately and report the malfunction to his or her supervisor. The supervisor will ensure that the respirator is properly repaired or replaced before the user returns to work.

10.2 Atmosphere-Supplying Respirator Malfunction:

10.2.1 All workers wearing atmosphere-supplying respirators will use a buddy system. The worker who experiences a respirator malfunction, will be assisted by his or her buddy. The buddy will immediately don an emergency escape respirator and assist his or her partner out of the exposure area.

## **11.0 CLEANING**

11.1 Respirators will be cleaned and disinfected regularly.

11.2 Respirators issued for the exclusive use of an employee shall be cleaned as often as necessary.

11.3 Atmosphere-supplying and emergency use respirators will be cleaned and disinfected after each use.

11.4 The following procedure will be used to clean and disinfect respirators:

11.4.1 Disassemble respirator.

11.4.2 Wash the face piece and associated parts in a mild detergent with warm water.

11.4.3 Rinse thoroughly in clean warm water.

11.4.4 Wipe the respirator with disinfectant wipes of 70% isopropyl alcohol.

11.4.5 Let the respirator dry in a clean area.

11.4.6 Reassemble the respirator and replace any defective parts.

11.4.7 Place the respirator in a clean, dry plastic bag.

## **12.0 MAINTENANCE**

12.1 Respirators will be properly maintained at all times in order to ensure that they function properly and adequately protect the employee. As part of the maintenance program respirators will be inspected for cleanliness and defects. Worn or deteriorated parts will be replaced prior to respirator use. No components will be replaced or repairs made beyond those recommended by the manufacturer. The manufacturer will conduct repairs to regulators and/or alarms of atmosphere-supplying respirators.

12.2 Respirators will be inspected for the following:

## 12.2.1 Face pieces:

Cracks, Tears, Holes, Distortion, Cracked or loose lenses/face shields

## 12.2.2 Head straps:

Breaks, Tears, Broken Buckles

## 12.2.3 Valves:

Residue/dirt, Cracks, Tears

## 12.2.4 Filters/Cartridges:

NIOSH approval designation, Gaskets, Cracks in housing, Dents in housing, Appropriate cartridge for hazard

## 12.3 Air Supply Systems:

12.3.1 Breathing air quality/grade

12.3.2 Condition of supply hoses

12.3.3 Hose connections

12.3.4 Settings on regulators

12.3.5 Settings on valves

## **13.0 CHANGE SCHEDULES**

13.1 Employees wearing a respirator shall change the cartridges on their respirators:

13.1.1 any time they begin to experience difficulty in breathing;

13.1.2 any time they smell or taste a chemical substance.

## **14.0 STORAGE**

14.1 Respirators will be stored in a clean, dry area in accordance with the manufacturer’s recommendations. Each employee will clean and inspect his or her own air-purifying respirator in accordance with the provisions of this program and will store respirators in plastic bags.

## **15.0 DEFECTIVE RESPIRATORS**

15.1 Respirators that are defective or have defective parts will be taken out of service immediately. If, during an inspection, an employee discovers a defect in a respirator, he or she will bring the defect to the attention of his or her supervisor. Supervisors will:

15.1.1 temporarily take the respirator out of service until repairs can be made;

perform a simple on-the-spot repair; or dispose of the respirator due to an irreparable problem or defect.

15.1.2 When a respirator is taken out of service for an extended period of time, the respirator will be tagged “out of service,” and the employee will be given a replacement of the same make, model and size.

## **16.0 TRAINING**

16.1 All written information regarding medical evaluations, fit testing, and the respirator program. Records of medical evaluations, training required by this section must be retained and made available in accordance with 29 CFR 1910.1020.

16.2 Safety Services will provide training to respirator users on:

16.2.1 The Respiratory Protection Program;

16.2.2 their responsibilities under the program;

16.2.3 OSHA’s Respiratory Protection Standard;

16.2.4 the respiratory hazards identified at this job site;

16.2.5 proper selection and use of the respirators to be used;

16.2.6 limitations of respirators;

16.2.7 respirator donning;

16.2.8 positive and negative fit checks;

16.2.9 fit-testing;

16.2.10 emergency procedures;

16.2.11 maintenance and storage; and

16.2.12 medical signs/symptoms limiting the effective use of respirators.

16.2.13 Clarification on facial hair and respirator use not being permissible.

16.2.14 Scenario based on the employee having facial hair and needing to don a

 respirator in an emergent situation, I.E, small ammonia leak.

16.2 Employees will be fit tested and retrained annually or as needed, such as when it becomes necessary to use a different type of respirator. Training and fit test records will be maintained by the safety director. Employees will be required to demonstrate their understanding of the topics covered in the training through hands-on exercises. Respirator training will be documented by Safety Services and the documentation will include the type, model and size of respirator for which each employee has been trained and fit-tested.

## **17.0 PROGRAM EVALUATION**

17.1 A vital portion of the annual training includes a question / answer and comment section. During which the respirator users as well as their supervisors critique the effectiveness of the program.

**DOCUMENT MANAGEMENT:**

The Safety Director is responsible for developing and maintaining the Written program. Employees may review a copy of the plan by requesting one from the Safety Director. In addition, the Safety Director is responsible for maintaining any records related to the Respiratory Protection Program.

If after reading this program, you find that improvements can be made, please contact the Safety Director. We encourage all suggestions because we are committed to the success of our written Respiratory Protection Program. We strive for clear understanding, safe behavior, and involvement from every level of the company.

**CHANGE CONTROL:**

All management system changes are reviewed, approved or disapproved by the Safety Committee.

**PERSONNEL:**

The Owners of Wagner-Meinert, LLC have the ultimate responsibility for the Respiratory Protection Program. They have designated the Safety Director to manage the Respiratory Protection Program.

| **Revision / Review History** |
| --- |
| **Revision** | **Date** | **Authorized By** | **Changes** |
| 1 | 9/11/2000 | Safety Director | New Index |
| 1 | 1/15/2001 | Safety Director | Annual Review |
| 1 | 1/10/2002 | Safety Director | Annual Review |
| 1 | 1/11/2003 | Safety Director | Annual Review |
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| 1 | 9/6/2007 | Safety Director | Annual Review |
| 1 | 8/23/2010 | Safety Director | Annual Review |
| 1 | 10/3/2012 | Safety Director | Annual Review |
| 1 | 11/10/2012 | Safety Director | Annual Review |
| 1 | 9/25/2013-2015 | Safety Director | Annual Review |
| 2 | 7/12/2016 | Safety Director | Annual Review-Updated and new format |
| 2 | 7/30/2017 | Safety Director | Annual Review |
| 3 | 4/01/18 | Safety Director | Roles and Responsibilities |
| 4 | 9/17/2018 | Safety Director | Changed to emphasize no facial hair |
| 4 | 6/7/2019 | Safety Director | Annual Review |