A. PURPOSE AND SCOPE

1. To outline administrative procedures governing employees required to use respiratory protection in their work environment.

B. LEGAL AND POLICY BASIS


C. GENERAL

1. Originating Office. Suggestions or questions concerning this procedure should be directed to the Business/Risk Management Department, Business Operations Branch.

2. Regulations

a. Types of work requiring respiratory protection by employees include, but are not limited to: work areas containing harmful dusts, mists, vapors, fumes or gases; use of pesticides; spray painting; and confined spaces. Any concerns should be resolved by contacting the Safety Office, Business/Risk Management Department, Business Operations Branch.

b. Posting Notices. The “Respiratory Protection Program Information” poster, describing proper use and maintenance for respiratory protection, must be posted in each shop or central location where respirators will be used.

c. Examination for Respiratory Protection. Employees must be examined and approved for respiratory protection annually by a licensed physician; a list of employees thus approved shall be maintained by each supervisor, and filed in the Safety Office, Business/Risk Management Department.

D. IMPLEMENTATION

1. Safety Office

a. Assists supervisors in providing required employee training for use and proper care of respiratory protection.
2. **Immediate Supervisor**
   
   a. Assures that employees wear appropriate respiratory protection when required.
   
   b. Closely monitors any hazardous materials employees are exposed to and assures that proper respiratory protection procedures are implemented (F.2.).
   
   c. Trains employees in safe use of respiratory devices. Regularly inspects employees' respirators to ensure that they are being properly maintained.
   
   d. Assures that all employees required to wear a respirator receive an annual medical examination with a licensed physician.
   
   e. Ensures that fit testing is conducted by the Equipment/Safety Services Program, Maintenance and Operations Department, Facilities Management Branch, prior to initial use and annually thereafter.

3. **Employees**
   
   a. Must wear approved respiratory protection devices furnished by the district; use appropriate respirator and cartridge with specific contaminants.
   
   b. Must have annual examination by a licensed physician in regards to use of respirator and obtain a respirator approval (E.1., Attachment).

E. **FORMS AND AUXILIARY REFERENCES**

   1. Respiratory Fit Test and Approval Form, Attachment

F. **REPORTS AND RECORDS**

   1. Record of employees assigned to wear respiratory
   
   2. Record of physician's examination for respiratory use

G. **APPROVED BY**

   [Signature]

   Chief of Staff, Terrance L. Smith
   For the Superintendent of Public Education