**Commonwealth of Massachusetts**

**Department of Labor Standards**

**OSHA Consultation Program**

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**Respirator Program**

(29CFR 1910.134)

(Revised March of 2024):

Note: The following model program is provided as a guideline only.

Employers must develop written programs that are specific to their companies’ needs.

In order to comply with *OSHA Standard 29 CFR 1910.134, OSHA Respiratory Protection Standard*, the following written respirator program has been established for *company name* . The written program will be available at *location* for review by any interested employee.

**1.) Purpose**

 *Company name* has determined that employees in the *Department names*
are exposed to respiratory hazards during routine operations. These hazards include *Indicate respiratory hazard*. *For example wood dusts, solvents, metals etc.* 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.

**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. The requirements for voluntary respirator use are explained in section 13 of this document.

Employees participating in the respiratory protection program do so at no cost to themselves. The expense associated with training, medical evaluations and respiratory protection equipment will be paid by the company.

**RESPIRATOR USE AT *COMPANY NAME***

**Respirator Type Department/Process**

*List type of respirators used and the department or process where these respirators are used.*

**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
* Selection of respiratory protection options
* Monitoring respirator use to ensure that they are used in accordance with their certifications
* Arranging for and/or conducting training
* Ensuring proper storage and maintenance of respiratory protection equipment
* Conducting qualitative fit testing
* Administering the medical surveillance program
* Maintaining records required by the program
* Evaluating the program
* Updating written program regularly

**The Program Administrator for *Company Name* is Name of Program Administrator**.

**Supervisors**

Supervisors are responsible for ensuring that the respiratory protection program is implemented in their particular work area. 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 employees under their charge. 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, 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.

Supervisors receive respiratory training *Indicate time and location of training* . Training is provided by *Indicate who does the training* . The following are supervisors of
 *Company name* ;

***List names of supervisors***

**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. Employees must also;

* 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

**4.) Respirator Selection**

The Program Administrator will select respirators to be used on site, based on the hazards to which workers are exposed and in accordance with all OSHA standards. The Program Administrator 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. The hazard evaluation will include:

1. Identification and development of a list of hazardous substances used in the workplace, by department, or work process.
2. Review of work processes to determine where potential exposures to these hazardous substances may occur. This review shall be conducted by surveying the workplace, reviewing process records, and talking with employees and supervisors.
3. Exposure monitoring to quantify potential hazardous exposures. Monitoring will be conducted by *Indicate who will be doing the air monitoring* .

The results of the current hazard evaluation are the following:

(Company Name) Hazard Assessment Date Assessment Performed

 **Dept./Process** **Contaminant Exposure Level Exposure Limit Controls/Type of Respirator**

The Program Administrator will update the hazard assessment as needed (change in work process, new procedure). If an employee feels that respiratory protection is needed during a particular process s/he should contact their supervisor or the program administrator. The Program Administrator will evaluate the process. The Program Administrator will communicate the results of the assessment back to the employees.

**5.) Medical Evaluation**

Employees are not permitted to wear respirators until a physician or other licensed healthcare profession (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 physician or other licensed healthcare professional at *Name of clinic conducting medical evaluations* 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/PLHCP for medical evaluation.
* The confidentiality of the employees being evaluated must be protected. This can be done, for example, by supplying affected employees a copy of the medical questionnaire to fill out along with a stamped pre-addressed envelope for mailing to the company physician/PLHCP. Employees will be permitted to fill out the questionnaire on company time.
* Follow-up medical exams will be granted to employees as required by the standard, and/or as deemed necessary by the physician/PLHCP.
* All employees will be granted the opportunity to speak with the physician/PLHCP about their medical evaluation if they so request.

The Program Administrator will provide the physician/PLHCP with a copy of this program, a copy of the *Respiratory Protection Standard,* the list of hazardous substances by work area, and for each employee requiring evaluation:

1.) His or her work area or job title,

2.) Proposed respirator type and weight,

3.) Length of time required to wear respirator,

4.) Expected physical work load (light, moderate, or heavy),

5.) Potential temperature and humidity extremes,

6.) 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 (PAPR).

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

1. Employee reports signs and/or symptoms related to their ability to use a respirator, such as shortness of breath, dizziness, chest pains, or wheezing
2. The physician/PLHCP or supervisor informs the Program Administrator that employee needs to be reevaluated
3. Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation
4. A change occurs in workplace conditions that may result in an increased physiological burden on the employee

All examinations and questionnaires are to remain confidential between the employee and the physician/PLHCP.

 ***(Name of Company) Employees***  **are currently enrolled in Respiratory Protection Program**;

 *List employees enrolled in the respiratory protection program*

**6.) Fit Testing**

Employees who are required to wear respirators 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, and facial scarring)

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 using *Indicate type of fit-testing procedure to be used* .

**7.) Respirator Use**

***General Use Procedures:***

Employees will use their respirators under conditions specified by this program, and according with the training they receive on the use of each particular model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer.

All employees shall conduct user seal checks each time that they wear their respirator. Employees shall 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*. Employees will receive seal check training *Specify when and by whom* .

All employees shall be permitted to leave the work area to maintain their respirator for the following reasons:

1.) To clean their respirator if the respirator is impeding their ability to work,

2.) Change filters or cartridges,

3.) Replace parts,

4.) Or to inspect respirator if it stops functioning as intended.

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

*List work area and potential hazard. For example;*

*Coating Room-Spill or leak of hazardous chemicals*

Emergency Procedures are as follows;

*Give an explanation of the procedures at your company. For example;*

*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.*

*The* Emergency Action Plan *describes these procedures (including proper evacuation routes and rally points) in greater detail.*

Emergency escape respirators are located:

***If applicable list were emergency escape respirators are located.***

If applicable, 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 (Air-purifying respirator) Malfunction:

For any malfunction of an APR (e.g., such as breakthrough, face piece leakage, or improperly working valve), the respirator wearer should inform his or her supervisor that the respirator no longer functions as intended 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 shall assist workers who experience a SAR (Supplied-air respirator) malfunction as follows:

*Indicate how employees will assist each other. For example;*

*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.*

***Immediately Dangerous to Life and Health (IDLH) Procedures***

The Program Administrator has identified the following area as presenting the potential for IDLH conditions:

*If applicable indicate where IDLH atmospheres and all special precautions that must be taken. For example;*

*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*.*

**8.) Air Quality**

For supplied-air respirators, only Grade D breathing air shall be used in the cylinders. The Program Administrator will coordinate deliveries of compressed air with the company’s vendor,
  *Indicate name of compressed air supplier* , and require *Compressed air supplier name* to certify that the air in the cylinders meets the specifications of Grade D breathing air. Attached to this written program is the *Grade D Certification* from the supplier.

*The air supplier should provide you with a Grade D Air Certification which can be copied and attached as an Appendix.*

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 *Indicate location* . The air for this system is provided by *Name of supplier* , and deliveries of new air are coordinated by the Program Administrator.

**9.) Cleaning, Maintenance, Change Schedules and Storage Cleaning**

Respirators are to be regularly cleaned and disinfected at the designated respirator cleaning station located *Indicate location* . Respirators issued for the exclusive use of an employee shall be cleaned as often as necessary, but at least once a day.

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 and 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 in order to ensure that they function properly and will 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. Arrangements for repairs will be made by the Program Administrator.

The following checklist will be used when inspecting respirators:

* Facepiece:
* cracks, tears, or holes
* facemask distortion
* cracked or loose lenses/faceshield
* Headstraps:
* breaks or tears
* broken buckles
* Valves:
* residue or dirt
* cracks or tears in valve material
* 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 to perform limited maintenance on their respirator in a designated area that is free of respiratory hazards. Situations when this is permitted include: to wash their face and respirator facepiece to prevent any eye or skin irritation; to replace the filter, cartridge, or canister; and if they detect vapor or gas breakthrough or leakage in the facepiece; or if they detect any other damage to the respirator or its components.

***Change Schedules***

Based on discussions with our respirator supplier, employees wearing respirators with cartridges shall change the cartridges on their respirators *Indicate when cartridges should be changed to ensure the continued effectiveness of the respirators* .

***Storage***

Respirators must be stored in a clean, dry area, and in accordance with the manufacturer’s recommendations. Each employee will clean and inspect their own air-purifying respirator in accordance with the provisions of this program and will store their respirator in a plastic bag in
 *Indicate location of respirator storage* . 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 *Indicate where atmosphere supplying respirators should be stored* .

***Defective Respirators***

Respirators that are defective or have defective parts shall 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 for an extended period of time, the respirator will be tagged out of service, and the employee will be given a replacement of similar make, model, and size. All tagged out respirators will be kept Indicate location .

**10.) Training**

The Program Administrator will provide training to respirator users and their supervisors on the contents of the *Company name* 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. Supervisors will also be trained ***prior to*** using a respirator in the workplace or prior to supervising employees that must wear respirators.

The training course will cover the following topics:

* The *Company name* *Respiratory Protection Program*
* The OSHA Respiratory Protection Standard
* Respiratory hazards encountered at *Company name* and their health effects
* Proper selection and use of respirators
* Limitations of respirators
* Respirator donning and user seal (fit) checks
* Fit testing
* Emergency use procedures
* Maintenance and storage
* Medical signs and symptoms limiting the effective use of respirators

Employees will be retrained annually or sooner if needed (e.g., if they change departments and need to use a different respirator). Employees must demonstrate their understanding of the topics covered in the training through hands-on exercises and a written test. Respirator training will be documented by the Program Administrator and the documentation will include the type, model, and size of respirator for which each employee has been trained and fit tested.

**11.) 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.

Problems identified will be noted in an inspection log and addressed by the Program

Administrator. These findings will be reported to *Company name* management, and the report will list plans to correct deficiencies in the respirator program and target dates for the implementation of those corrections.

**12.) Documentation and Recordkeeping**

A written copy of this program and the *OSHA Respiratory Protection Standard* is kept *Indicate where kept* and is available to all employees who wish to review it.

Also maintained *Indicate where kept* are copies of training and fit test records. These records will be updated as new employees are trained, as existing employees receive refresher training, and as new fit tests are conducted.

The Program Administrator will also maintain copies of the medical records for all employees covered under the respirator program. The completed medical questionnaire and the physician/PLHCP documented findings are confidential and will remain at *Indicate physician/PLHCP maintaining these records* . The company will only retain the physician/PLHCP=s written recommendation regarding each employee’s ability to wear a respirator.

**13.) Voluntary Respirator Use**

Voluntary use of respirators is allowed during the following procedures/work areas;

 *List the type of process/work area and the respirator used*

If filtering face pieces (N95) respirators are voluntarily worn, the Program Administrator will provide these employees with the information contained in *Appendix D* of the *Respiratory Protection Standard*. (*Appendix D* details the requirements for voluntary use of respirators by employees.)

Employees choosing to wear a half facepiece APR in addition to being provided with Appendix D, must comply with the procedures for medical evaluation, respirator usage, cleaning, maintenance, and storage. The Program Administrator will only allow voluntary respirator use after it has been determined that the respirator itself will not create a hazard.

**APPENDIX I**

 **ACRONYMS**

**APR:** Air Purifying Respirator

**IDLH:** Immediately Dangerous to Life and Health

**NIOSH:** National Institute for Occupational Safety and Health

**OSHA:** Occupational Safety and Health Administration

**PLHCP:** Other Licensed Health Care Professional

**ppm:** Parts per Million

**SAR:** Supplied Air Respirator

**SCBA:** Self Contained Breathing Apparatus