

**CALIFORNIA STATE UNIVERSITY,  
LOS ANGELES**

**RESPIRATORY PROTECTION PROGRAM**

**August 2019**

**PROGRAM APPROVAL AND AUTHORIZATION**

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Date**

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1.0. PURPOSE:

The purpose of this program is the control of occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors and to prevent harm through misuse of respiratory equipment.

This is to be accomplished as far as feasible by accepted engineering control measures (e.g., enclosure or confinement of the operation, general or local ventilation, and substitution of less toxic materials). When effective engineering controls are not feasible, or while they are being instituted, appropriate respirators shall be used.

2.0. ORGANIZATIONS AFFECTED:

2.1. The following departments are affected by these procedures:

2.1.1. Facilities Services

1. Building Services Engineers
2. Plumbers
3. Mechanics
4. Auto Shop
5. Grounds
6. Custodians
7. Electrical

2.1.2. Academic Labs

1. Physics
2. Biology
3. Engineering Technology

2.1.3. Academic support Personnel

1. Theater
2. Fine Arts

2.1.4. Outside Contractors

3.0. REFERENCES:

- 3.1. [Title 8, California Code of Regulation \(CCR\), Section 5144 - Respiratory Protection Equipment.](#)
- 3.2. [Title 8, CCR, Section 3204 – Access to Employee Exposure and Medical Evaluation.](#)
- 3.3. [Title 8, CCR, Section 1528 - Construction Safety Orders.](#)
- 3.4. [Title 8, CCR, Section 1529 - Asbestos.](#)

4.0. DEFINITIONS:

4.1. Air-purifying respirator - A respirator with an air-purifying filter cartridge or canister that removes specific air contaminants by passing ambient air through the air-purifying element.

- 4.2. Atmosphere-supplying respirator - A respirator that supplies the respirator user with breathing air from a source independent of the ambient atmosphere, and includes supplied-air respirators (SAR) and self-contained breathing apparatus (SCBA) units.
- 4.3. Canister or cartridge - A container with a filter, absorbent, or catalyst, or combination of these items, which removes specific contaminants from the air passed through the container.
- 4.4. Emergency situation - Any occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment that may or does result in an uncontrolled significant release of an airborne contaminant.
- 4.5. Employee exposure - Exposure to a concentration of an airborne contaminant that would occur if the employee were not using respiratory protection.
- 4.6. Immediately dangerous to life or health (IDLH) - An atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.
- 4.7. Oxygen deficient atmosphere - An atmosphere with the oxygen content below 19.5 % by volume.
- 4.8. Voluntary use - Use of a respirator in conditions that do not require wearing a respirator. If an employee wishes to wear a respirator where conditions do not require wearing them, certain portions of this procedure must be observed as described in Section 6.15.

## 5.0. RESPONSIBILITIES:

All employees, students and outside contractors are affected by these procedures and shall follow the requirements of the Respirator Protection Program.

### 5.1. Management will:

- 5.1.1. Implement the requirements of this program.
- 5.1.2. a. Provide respirators, training, and medical evaluations to employees at no cost.  
b. Provide a selection of respirators as required
- 5.1.3. Enforce all provisions of this program.
- 5.1.4. Appoint a specific designated individual to conduct this Program.
- 5.1.5. Ensure medical evaluations of employees required to use respirators are conducted.
- 5.1.6. Ensure that personnel receive annual respirator fit testing training, including procedures for proper use of respirators in routine and reasonably foreseeable emergency situations.
- 5.1.7. Ensure that personnel understand and adhere to the procedures for maintaining individual respirators to include: schedules for cleaning / disinfecting, storing, inspecting, repairing, and discarding, the unit components, such as, air-purifying cartridges, filters, valves, etc.
- 5.1.8. Monitor employee use of the respiratory in hazards to which they are potentially exposed during routine and emergency situations.

5.2. Personnel that require respiratory protection will:

- 5.2.1. Complete an annual respirator physical.
- 5.2.2. Attend annual respirator training.
- 5.2.3. Maintain individual's respirator in a clean / sanitary, ready-to-use condition at all times.
- 5.2.4. Clean respirator each time it is used.
- 5.2.5. Inspect respirator for cleanliness and integrity / condition of parts every thirty (30) days.
- 5.2.6. Document cleaning and inspection on Respirator Cleaning Log (Appendix A).

6.0. PROCEDURES:

6.1. General Requirements

- 6.1.1. Respirator selection is based on the hazard(s) to which personnel are exposed and the type of task to be performed.
- 6.1.2. Evaluations include workplace and user factors that may affect performance and reliability.
  - 6.1.2.1. Determination of potential employee exposure, based on factors such as chemical concentration, exposure time, temperature, humidity, type of space, etc.
- 6.1.3. Respiratory hazard
  - 6.1.3.1. Identification of the contaminant, its chemical state and physical form.
  - 6.1.3.2. When the hazard cannot be identified or a reasonable estimate established for the employee exposure, the atmosphere is considered to be IDLH.
    - 6.1.3.2.1. All oxygen-deficient atmospheres shall be considered IDLH.
- 6.1.4. The respirator must be used in compliance with the conditions of its certification, and must fit correctly.
  - 6.1.4.1. Employees require fit-testing to ensure proper fit. If the respirator does not fit properly, alternate sizes and models may be employed until a proper fitting respirator is established.
  - 6.1.4.2. Each respirator must be maintained in a clean and satisfactory condition meeting California Occupational Safety and Health Administration (OSHA) regulatory requirements, and ready for use for routine and / or reasonably foreseeable emergencies.
- 6.1.5. Respirators must meet or exceed the following requirements for their application:
  - 6.1.5.1. Assigned Protection Factors (APFs).
  - 6.1.5.2. Maximum Use Concentration (MUC).

## 6.2. Program Evaluation

6.2.1. Evaluation of the workplace is necessary to ensure the Respiratory Protection Program is being properly implemented, which includes:

- 6.2.1.1. Consulting with employees to ensure they are using the respirators properly.
- 6.2.1.2. Ensuring the provisions of the current Program are being effectively implemented and continue to be effective.
- 6.2.1.3. Discussions with employees (required to use respirators) assessing the employees' views on program effectiveness and identifying any employee issues.
- 6.2.1.4. Evaluation of corrective action messages for any issues identified during this assessment. Factors to be assessed include, but are not limited to:
  - a) Respirator fit (including the ability to use the respirator without interfering with effective workplace performance).
  - b) Appropriate respirator selection for the hazards to which the employee is exposed.
  - c) Proper respirator use under the workplace conditions the employee encounters.
  - d) Proper respirator maintenance.

## 6.3. Record Keeping

The University and the Risk Management/Environmental Health and Safety Office (RM/EHS) will retain written information regarding medical evaluations, fit testing, and the respirator program. This information will facilitate employee involvement in this Program, assist the University in auditing the adequacy of the Program, and provide a record for compliance determinations by OSHA.

## 6.4. Training and information

6.4.1. Training shall ensure that each employee can demonstrate knowledge of the following:

- 6.4.1.1. Why a respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effects of the respirator.
- 6.4.1.2. Limitations and capabilities of the respirator.
- 6.4.1.3. How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions.
- 6.4.1.4. How to inspect, don or remove, and properly check the seal of the respirator.
- 6.4.1.5. The procedures for maintenance and storage of respirators.
- 6.4.1.6. The general requirements of the Program.

6.4.2. Retraining shall be conducted annually, or when:

- 6.4.2.1. Changes in the workplace or the type of respirator render previous training obsolete.

- 6.4.2..2. Inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill.
- 6.4.2..3. Situations arise in which retraining appears necessary to ensure safe respirator use.

## 6.5. Classroom Instruction

### 6.5.1. Overview of the Cal State LA's Respiratory Protection Program & OSHA Standards

- 6.5.1.1. Respiratory protection safety procedures.
- 6.5.1.2. Respirator election.
- 6.5.1.3. Respirator operation and use.
- 6.5.1.4. Why the respirator is necessary.
- 6.5.1.5. How improper fit, usage, or maintenance can compromise the protective effect.
- 6.5.1.6. Limitations and capabilities of the respirator.
- 6.5.1.7. How to use the respirator effectively in emergency situations, including respirator malfunctions.
- 6.5.1.8. The procedures for maintenance and storage of the respirator.
- 6.5.1.9. How to recognize medical signs and symptoms that may limit or prevent the effective use of a respirator.
- 6.5.1.10. Change out schedule and procedure for air-purifying respirator cartridges.

### 6.5.2. Hands-on Respirator Training

- 6.5.2.1. Respirator inspection.
- 6.5.2.2. Procedures for cleaning / sanitizing.
- 6.5.2.3. Record keeping.
- 6.5.2.4. Respirator storage.
- 6.5.2.5. Respirator fit-test procedures.
- 6.5.2.6. Emergency procedures.

### 6.5.3. Respirator Fit-Testing

- 6.5.3.1. Before any employee is required to use a respirator that incorporates a negative or positive pressure tight-fitting face piece, the employee must be fit-tested with the same make and model that will be used.
- 6.5.3.2. A qualitative or quantitative fit-test may be used.

6.5.3.3. Additional fit-tests will be conducted whenever the follow occurs.

- a) An employee reports a respirator fit problem.
- b) A physician, supervisor, or program administrator makes a visual observation and determines that an issue exists.
- c) Changes in the employee's physical condition, e.g., facial scarring, dental changes, cosmetic surgery or an obvious change in body weight.
- d) The respirator does not fit correctly. The unit will be returned for the correct size.

#### 6.5.4. Proper Seal Protection

6.5.4.1. Do not wear tight-fitting face piece respirators with:

- a) Facial hair within the area of the face piece sealing surface.
- b) Facial hair that can interfere with valve function.

6.5.4.2. Any condition that interferes with the face-to-face seal or valve function must be corrected before fit-testing, and when using the respirator in the presence of a respiratory hazard.

6.5.4.3. Glasses or goggles shall be worn in a manner that does not interfere with the seal.

6.5.4.4. Proper cleanliness of the respirator face piece, required by this Program, will prevent eye and skin irritation that can be associated with respirator use.

6.5.4.5. If vapor or gas breakthrough or changes in breathing resistance, or leakage of the face piece is suspected, leave the hazardous area immediately and check respirator. Replace the suspected defective respirator, filters, air-purifying cartridge, or canister before re-entry.

#### 6.5.5. Basic Respiratory Protection Safety Procedures

6.5.5.1. Only trained and authorized employees may use a respirator. Those employees may use only the respirator that they have been trained on and properly fitted to use.

6.5.5.2. Only physically qualified employees may be trained and authorized to use respirators. A pre-authorization and annual certification by a qualified physician is required. Any change in an employee's health or physical characteristics will be reported to the Student Health Center or Concentra, and evaluated by a qualified physician.

6.5.5.3. Only the prescribed air-purifying respirator or SCBA may be used for the task or work environment.

- a) Air-purifying respirators may be worn in work environments when oxygen level is between 19.5 % and 23.5 %.
- b) The appropriate air-purifying canister, as determined by the manufacture and approved by NIOSH, for the known hazardous substances in use will be used.
- c) Only SCBAs will be worn in oxygen deficient and oxygen rich environments (below 19.5 % or above 23.5 % oxygen).



- d) Employees working in environments where a sudden release of a hazardous substance is likely, will wear an appropriate respirator for that hazardous substance (e.g., employees working in an ammonia compressor room will have an ammonia APR respirator on their person).
  - e) Only SCBAs will be used in oxygen deficient environments, or environments with an unknown hazardous substance or unknown quantity of a known hazardous substance or any environment that is determined to be “Immediately Dangerous to Life or Health” (IDLH).
- 6.5.5.4. Employees with respirators on loan or “permanent check out” will be responsible for sanitation, proper storage and security of their respirator. Respirators damaged by normal wear will be repaired or replaced by the University when returned.
  - 6.5.5.5. The last employee using a respirator and / or SCBA that are available for general use will be responsible for proper storage and sanitation. Respirators will be inspected and documented to ensure it is available for use monthly or after each use.
  - 6.5.5.6. All respirators will be stored in a clean, convenient and sanitary location.
  - 6.5.5.7. In the event that employees must enter a confined space, or work in environments with hazardous substances that would be dangerous to life or health, or if a respirator could fail during a HAZMAT entry, the “Buddy System” will be used with an attendant maintaining constant voice, visual or signal-line communication.
  - 6.5.5.8. Management will establish and maintain surveillance of tasks and work place conditions requiring respiratory protection equipment (RPE) to ensure that the proper RPE and respiratory procedures are being followed.
  - 6.5.5.9. Management will maintain safe operating procedures to ensure proper use of RPE through strict enforcement and disciplinary action for failure to follow all respiratory procedures.

## 6.6. Respirator User Policies

- 6.6.1. Adherence to the following guidelines will help ensure the proper and safe use of respiratory equipment:
  - 6.6.1.1. Wear only the respirator for which you have been fit-tested. Do not wear a self-containing breathing apparatus if you have been assigned and fitted only for an air-purifying (half-mask or full-face) respirator.
  - 6.6.1.2. Wear the correct respirator for the particular hazard. Some situations, such as chemical spills or other emergencies, may require a higher level of protection than your respirator can provide. The air-purifying cartridge must meet the protection required by the associated hazard (a cartridge designed for dust and mists will not provide protection for chemical vapors).
  - 6.6.1.3. Check the respirator for a good fit before each use. Positive and negative fit checks must be conducted each time the unit is donned.
  - 6.6.1.4. Check the respirator for deterioration before and after use. Do not use a defective respirator.

- 6.6.1.5. Recognize indications that air-purifying cartridges and canisters are at their end of service. If in doubt, change the air-purifying cartridges, canisters or filters before using the respirator.
- 6.6.1.6. Wearing a respirator increases stress. You can reduce stress by using the respirator moving and working in practice.
- 6.6.1.7. Clean the respirator after each use, thoroughly dry it and place the cleaned respirator in a sealable plastic bag or container.
- 6.6.1.8. Store respirators carefully in a protected location away from excessive heat, light, and chemicals.
- 6.6.1.9. Surveillance by the direct supervisor shall be maintained for work area conditions and degree of employee exposure or physical stress. If a change occurs the process will be reevaluated for its effectiveness.
- 6.6.1.10. Store respirators such that the seal does not become distorted or warped.
- 6.6.1.11. Store respirators such that the face piece is protected.
- 6.6.1.12. Never clean a respirator with harsh solvents. Only use water, soap and approved cleaning towelettes.

## 6.7. Selection of Equipment

- 6.7.1. Respirators are selected based on the hazard(s) identified relevant to the workplace.
- 6.7.2. Particulate filters are classified according to oil-resistance as follows:
  - 6.7.2.1. N-Series: Not Oil Resistant
    - a) Approved for non-oil particulate contaminants.
    - b) Examples: dust, fumes, mist that do not contain oil.
  - 6.7.2.2. R-Series: Oil Resistant
    - a) Approved for all particulate contaminants, including those containing oil.
    - b) Examples: dust, fumes, mists.
    - c) Time restriction of eight (8) hours when oils are present.
  - 6.7.2.3. P-Series: Oil Proof
    - a) Approved for all particulate contaminants including those containing oil.
    - b) Example: dust, fumes, mists.
    - c) See Manufacturer's time use restrictions on packaging.
- 6.7.3. The respirators selected shall be adequate to protect the health of the employee and ensure compliance with all other OSHA regulatory requirements, including statutory and under routine reasonably foreseeable emergency situations. The respirator shall be appropriate for the chemical state and physical form of the contaminant.

- 6.7.4. All filters and air-purifying cartridges are labeled and / or color-coded, identifying the NIOSH standard for their particular use.
- 6.7.5. Filters and air-purifying canister replacement is an important part of the Program. There are two (2) methods used to identify the useful life of the canisters and filters used on air-purifying respirators.

6.7.5.1. End-of-Service Life Indicator (ESLI).

6.7.5.2. Change schedule for canisters and cartridges – based on objective information and data.

- a) Asbestos work: eight (8) hours or at the start of each shift when working on asbestos removal.
- b) Painting: once a week; example: every Monday.
- c) Welding: daily or when the mask becomes deformed.
- d) Prior to expiration date.
- e) Manufacturer's recommendations for use and environment.
- f) When requested by employee.
- g) When contaminant odor is first detected (do not wait – your sense of smell rapidly loses sensitivity to low concentrations).
- h) When restriction to air flow has occurred as evidenced by increased effort by user to breathe normally.
- i) Cartridges shall remain in their original sealed package until needed for intended or immediate use.

6.7.5.3. Welding operations use a dust, mist, fume filter APR. This respirator will be worn during all welding operations.

6.8. Respirator Operation and Use

- 6.8.1. Respirators will only be used following the respiratory protection safety procedures established in this Program.
- 6.8.2. Surveillance by the direct supervisor shall be maintained for work area conditions and degree of employee exposure or stress. If a change occurs the process will be reevaluated for its effectiveness.
- 6.8.3. For continued protection of the respirator users, the following general use rules apply:
1. Users shall not remove respirators while in a hazardous environment.
  2. Respirators are to be stored in sealed containers out of harmful atmospheres.
  3. Store respirators away from heat and moisture.
  4. Store respirators such that the sealing area does not become distorted or warped.
  5. Store respirators such that the face piece is protected.
  6. Never clean a respirator with harsh solvents. Only use water, soap, and approved cleaning towelettes.

6.9. Physical and Medical Qualifications

- 6.9.1. Respirator use may place a physical burden on employees. This varies with the type of respirator worn, the task, workplace conditions in which the respirator is used, and the medical status of the employee. Cal State LA provides a medical evaluation to determine the employee's ability to use a respirator before the employee is fit-tested or required to use the respirator in the workplace.

## 6.10. Medical Evaluation Procedures

### 6.10.1. The medical questionnaire is **mandatory**.

1. Follow-up medical examination for positive response to any questions in part B of the questionnaire, or whose initial medical examination demonstrates the need for a follow-up.
2. The medical questionnaire and examinations shall be administered confidentially.
3. The employee will have an opportunity to discuss the questionnaire and examination results with the physician.

## 6.11. Medical Determination - determining the employee's ability to use a respirator

### 6.11.1. Obtain a written recommendation regarding the employee's ability to use the respirator from the physician. The recommendation shall provide only the following information.

- 6.11.1.1. Any limitations on the respirator use related to the medical condition of the employee, or relating to the workplace conditions in which the respirator will be used, including whether or not the employee is medically able to use the respirator.
- 6.11.1.2. A statement that the physician has provided the employee with a copy of the physician's written report.
- 6.11.1.3. If the respirator is a negative pressure respirator and the physician finds a medical condition that may place the employee's health at increased risk if the respirator is used, the University may provide a positive pressure or other less stressful respirator if agreeable with the physician.

## 6.12. Medical Evaluation

### 6.12.1. At a minimum, medical evaluations shall be provided with the following requirements:

1. An employee reports medical signs or symptoms that are related to the ability to use a respirator.
2. A physician, supervisor, or the respirator program administrator determines that an employee needs to be reevaluated.
3. A change occurs in the workplace conditions (e.g., physical work effort, protective clothing, or temperature) that may result in a substantial increase in the physiological burden placed on the employee.

## 6.13. Procedures for IDLH Atmospheres

### 6.13.1. One (1) employee or, when needed, more than one (1) employee will be located outside the IDHL atmosphere, to render assistance if required.

### 6.13.2. Visual, voice, or signal-line communication is maintained between the employee(s) in the IDLH atmosphere and the employee(s) located outside of the area.

### 6.13.3. The employee(s) outside the IDLH will be properly trained in identifying exposure symptoms, emergency procedures and recognizing safety hazards.

### 6.13.4. RM/EHS is to be notified any time work is to start in an IDLH area.

## 6.14. Respirator Inspection

- 6.14.1. All respirators will be cleaned and inspected after each use and / or once a month. If any defects are noted, the respirator will be repaired or replaced.
- 6.14.2. A check of the respirator function, tightness of connections, and the condition of the various parts including, but not limited to, the face piece, head straps, valves, air-purifying cartridges, canisters and filters shall be conducted.
- 6.14.3. All respirators will be checked for signs of deterioration.
- 6.14.4. The respirator condition will be approved by noting on the Respiratory Cleaning Log (Appendix A) the name of the person who made the inspection and the date the inspection was performed.
- 6.14.5. The Respiratory Cleaning Log (Appendix A) inspection results will be placed in the bag used to store the respirator.

## 6.15. Voluntary Use of Respirators

- 6.15.1. Respirators may be used in work environments where the conditions of ambient contamination do not equal or exceed either PEL or IDLH exposure level. This Voluntary Use uses only some of this respiratory procedures as noted below:
  1. Employee has been cleared by a competent medical authority to use the type of respirator selected as outlined in Sections 6.10. and 6.11.
  2. Respirators are maintained in a condition of cleanliness, which does not pose a health hazard to the user per Sections 6.6.1.6. through 6.6.1.12. Disposable filtering face piece respirators (e.g., N-95 paper masks) cannot be cleaned.
  3. Employees need to sign the Voluntary Respirator Use Acknowledgement (Appendix D) signifying that use of the respirator is voluntary and used in conditions that do not require use of a respirator.

## 7.0. APPENDICES:

Appendix A: Respirator Cleaning Log

Appendix B: Respirator Fit Test Log

Appendix C: Respiratory Protection Training Outline

Appendix D: Voluntary Respirator Use Acknowledgement







## Respiratory Protection Training Outline

### Training Material

- A. Respirator types
- B. Cleaning Equipment
- C. Respiratory Protection Video
- D. Training Handouts

### I. Introduction

- A. Respiratory protection
  - a. Protects individuals health
  - b. Required by the university
  - c. Required by law

### II. Respiratory Protection Video

- A. General hazards
- B. Respiratory Physiology
- C. Types and uses of respirators

### III. User Requirements

- A. Must be properly trained for each type of respirator
- B. Must pass an annual respirator physical
- C. Cannot wear contact lenses with a respirator
- D. Cannot wear glasses with full-face respirator unless specifically designed for use
- E. Must be clean shaven when wearing respirator
- F. No heat sensitivities
- G. Must pass annual fit test

### IV. Atmospheric Hazards

- A. Dust, mist, fumes
- B. Toxic gases
- C. Oxygen Deficiency
- D. Define
  - PEL - IDLH - LEL - UEL - STEL

### V. Air purifying Respirators

- A. Usage
- B. Limits
- C. Types
  - a. Dust, mist, fumes
  - b. Chemical filter types
- D. Use and Maintenance
  - a. Respirator parts
  - b. Filter replacement schedule





- c. When to replace
- d. How to replace based on changes in ability to function, changes in atmosphere.
- E. Respirator Inspection
- F. Procedures for Donning & Removing
- G. Fit-Check procedures
  - a. Positive & Negative tests
- H. Cleaning procedures
- I. Proper storage

## VI. Air Supplied Respirators (SCBA)

- A. Usage
- B. Limits
- C. Use and Maintenance
  - a. Respirator Parts
  - b. Air Bottle Replacement
  - c. Respirator Inspection
  - d. Procedures for Donning and Removing
  - e. Fit-Check procedures
  - f. Cleaning Procedures
  - g. Proper storage

## VII. Discussion Questions

1. What are two types of respirators?
2. When do you need to wear a respirator?
3. What are the signs that a filter is no longer working properly?
4. How do you select the proper filter?
5. When is an air-supplied respirator required?
6. What respirator checks are performed when you put on your respirator?
7. How is a respirator cleaned?
8. How is a respirator stored?
9. Who can wear a respirator?

## VIII. Summary Review

- A. Why respirators are used
  - a. Protection of health
  - b. University policy
  - c. OSHA requirement
- B. When respirators are required for use
- C. Atmospheric hazards
  - a. PEL
  - b. STEL
  - c. IDLH
- D. Two (2) general types of respirators
- E. Methods used to identify air-purifying canisters and filters
- F. Importance of proper
  - a. Preinspection
  - b. Fit-check
  - c. Cleaning and storage



## Voluntary Respiratory Use Acknowledgement

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.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified by NIOSH to protect against the contaminant of concern. 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.
3. 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.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Name (Last, First): \_\_\_\_\_

Job Function / Title: \_\_\_\_\_

Respirator Manufacturer / Type / Size: \_\_\_\_\_

Air Contaminants to Protect Against: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Dept.: \_\_\_\_\_

Frequency and Duration of Use: \_\_\_\_\_

**I have obtained medical approval to wear the respirator described above.**

**I have read and understood the information provided above regarding voluntary respirator and dust mask use.**

**I have received training in how to care for and use this equipment, and I wish to wear it on a voluntary basis.**

\_\_\_\_\_  
Signature / Date