

CSU Channel Islands

RESPIRATORY PROTECTION

Program

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1.0 Policy

It is the policy of California State University Channel Islands to provide employees and visitors with a safe and healthful environment. The primary objective of this program is to prevent exposure to hazardous atmospheres. This will be accomplished, as far as is feasible, by elimination of those hazards or exposures through engineering and work practice controls. When control measures are not feasible or inadequate, respiratory protective devices may be required to achieve this goal. When employees are required to use respiratory protective devices they will do so in accordance with OSHA standards and other regulatory guidelines. To ensure regulatory compliance and safety, any employee using a respiratory protective device shall comply with the provisions of this Respiratory Protection Program.

2.0 Purpose/Scope

2.1 Purpose

To establish a clear and consistent procedure for the use of respiratory protective devices.

2.2 Scope

The requirements of this program apply to university employees who use respiratory protective devices.

3.0 Definitions

Contaminant: A harmful, irritating, or nuisance material that is foreign to the normal atmosphere.

Immediately dangerous to life and health (IDLH): Any atmosphere that poses an immediate hazard to life or produces immediate irreversible debilitating effects on health.

Oxygen deficient atmosphere: An atmosphere which contains less than 19.5% oxygen.

Respirator: A device designed to protect the wearer from the inhalation of harmful atmospheres.

Sanitation: The removal of dirt and the inhibiting of the action of agents that cause infection or disease.

4.0 References

- **California Code of Regulations, Title 8, Section 5144.**
- **Code of Federal Regulations, Title 29, Section 1910.134.**
- **American National Standard Institute Z88.2 1980.**

5.0 Administration Responsibilities

5.1 Human Resource Services

1. Confidential medical records will be maintained in the office of Human Resources.

5.2 Respiratory Program Administrator

1. Establish and update the written Respiratory Protection Program.
2. Provide consultation.
3. Conduct hazard assessments.
4. Assist in developing methods for reducing or controlling airborne contaminants.
5. Recommend respiratory protective devices.
6. Conduct respiratory fit testing and training.
7. Maintain records of fit testing, training and documentation of medical authorizations.

5.3 Supervisors/Managers

1. Responsible for contacting the Respiratory Program Administrator when an atmospheric hazard is first suspected. This will ensure timely hazard assessment and proper respirator selection
2. Responsible for ensuring that all respirator users have received medical approval, training, and fit testing as described in this program prior to the use of respiratory protective equipment.
3. Ensure that appropriate respiratory protective equipment is provided to employees and enforce the use of such devices when required.
4. Conduct periodic inspections of respirators to ensure that devices are kept in good condition and maintained in a sanitary manner.

5.4 Employees

1. Employees are responsible for wearing respiratory protective equipment when in hazardous atmospheres.
2. Only the respirator for which the individual has been fitted shall be worn.
3. Respirators shall be inspected prior to every use to ensure proper working condition.
4. Guard against damage. Ensure respirators are not disassembled, modified, or otherwise altered in any way other than by the changing of respirator cartridges or filters.
5. Report malfunctioning respirators immediately to supervisory personnel for repair or replacement.
6. Inform their supervisor or occupational physician performing the clearance of any personal health problems that could be aggravated by the use of respiratory equipment.

6.0 Selection & Issuance

6.1 Selection

1. Selection is dependent upon the type and concentration of the contaminant. The criteria for the selection of respirators are in accordance the American National Standards Institute-Practices for Respiratory Protection (ANSI Z88.2) 1992.
2. Respirators selected must be approved by the Mine Safety and Health Administration (MSHA) and the National Institute of Occupational Safety and Health (NIOSH).
3. Respirator selection shall be done by the Respiratory Program Administrator or qualified individual.
4. Respirator selection shall require consideration of the following:
 - a. The nature of the hazard.
 - b. The characteristics of the hazardous operation or process.
 - c. The location of the hazardous area with respect to an area having safe respirable air.
 - d. The period of time for which respiratory protection may be provided.
 - e. The physical characteristics, functional capabilities, and limitations of various types of respirators.

6.2 Issuance

1. Employees must first receive a written medical authorization to use a respiratory device. A copy of this authorization must be given to the Respiratory Program Administrator.
2. Employees who are medically denied will not be issued a respirator and additional referral to a physician may be required.
3. The employee's department will issue a respirator.
4. Following the issuance of a respirator, the Respiratory Program Administrator or qualified individual will conduct or arrange a Respirator Fit Testing.

7.0 Surveillance and Evaluations

7.1 Hazard Assessment

1. The Respiratory Program Administrator shall be responsible for hazard assessments in any situation where respiratory hazards are suspected.

2. Respirators will be selected on the basis of the hazard(s) to which the employee may be exposed. An evaluation is done to determine the most effective means of respiratory protection.
3. Proper hazard assessment requires knowledge of the job being performed, end products and by-products. Hazard assessment also requires specific knowledge including chemical contaminant physical properties, toxicity, airborne concentration and physiological effects in the body, in addition to the potential for oxygen deficiency.

8.0 Atmosphere Immediately Dangerous to Life or Health (IDLH)

Entering an IDLH condition in an emergency situation requires a minimum of two individuals trained with approved respiratory equipment for an IDLH atmosphere and a method for maintaining communication.

- A third party must stand by in a safe area with appropriate rescue equipment.
- Before entering an IDLH environment, the respiratory program administrator must be notified and proper procedures and equipment shall be utilized.
- All oxygen-deficient atmospheres shall be considered IDLH.

9.0 Medical Surveillance

9.1 Medical Evaluation

1. Due to physiological stresses imposed through the use of respirators, users are required to have a medical evaluation prior to the issuance of a respirator.
2. A medical evaluation shall determine if an individual is physically able to perform the work and use the equipment.
3. Exemption:
 - a. Individuals working with the University Police department may be considered exempt from annual examinations after the initial medical clearance exam unless information indicates a need for reevaluation.
 - b. The Respiratory Program Administrator approves exemptions.
4. Written approval from the medical evaluator shall be given to the Respiratory Program Administrator prior to fit testing.
5. Confidential medical records shall be given to Human Resources.
6. Employees who are medically denied will not be issued a respirator and referral to a physician may be required.

9.2 Visual Impairment

Corrective glasses or goggles, or other personal protective equipment, must be worn in such a way that they do not interfere with the seal of the facepiece to the face.

1. Contact Lenses

- a. OSHA allows the use of contact lenses with full-facepiece respirators where the wearer has successfully worn such lenses before.

2. Prescription Glasses

- a. Prescription eyeglasses with temple bars shall not be used while wearing a full-facepiece respirator.
- b. As a temporary measure glasses with short temple bars may be taped to the respirator wearer's head.
- c. A person who needs corrective lenses shall use special corrective lenses; made to be mounted inside a full facepiece respirator.
 - a. Contact the Environmental Health and Safety Office for guidance with the Purchase Procedures for Prescription Spectacle Kits and Lenses.

9.3 Facial Preventives

1. Facial Hair

- a. Facial hair prevents a proper face-to-facepiece seal. A respirator equipped with a facepiece shall not be worn if facial hair comes between the sealing periphery of the facepiece or if the facial hair interferes with the valve function. ANSI 3.5.8 Z88.2-1980

10.0 Fit Testing

1. Each individual who is required to use respiratory protection equipment must be fit tested by means of a Qualitative or Quantitative Fit Test, before a respirator will be issued.
2. Fit testing must be repeated at least annually.
3. The respiratory program administrator shall maintain documentation of employee's respiratory fit testing.
4. The Fit Test Record shall include the following:
 - Name and job classification of employee.
 - Examiner's name and date of respiratory fit testing.
 - Employee most recent hazardous assessment.
 - The NIOSH/MSHA approval number.

11.0 Training

All university employees who participate in the Respiratory Protection Program shall receive annual training in the requirements of this program. Training shall include the following elements:

1. The purpose and procedures of respirator use and fit testing.
2. Atmospheric hazards in their workplace and the effects of on an individual's health.
3. The limitations and capabilities of the respiratory equipment.
4. The selection, fitting, and proper use and care of their respiratory protective equipment.
5. How to put on and remove (Don and Doff), use, and check the seals of the respirator.

12.0 Maintenance

12.1 Sanitation

1. Respirators issued are for the exclusive use of an employee and must be cleaned and disinfected as often as necessary and as to be maintained in a sanitary condition and as recommended by the manufacturer.
2. Before transferring a respirator from one person to another, the respirator must be cleaned and sanitized by the respirator user and checked by the next person before use.

12.2 Inspection

All respirators shall be inspected routinely before and after each use for defects, signs of wear, or damage.

12.3 Cartridges and End of Service Life

There are two methods that can be used to monitor the service life of a cartridge. End-of-Service Life Indicators (ESLIs) and predictive schedules.

Mechanical filters (dust pre-filters as an example) must be replaced whenever noticeable breathing resistance occurs.

12.4 Storage

Respirators can be permanently damaged if they are not stored properly. They will be stored in a location separate from the work environment, away from sunlight, dust, moisture, extreme temperatures and damaging chemicals.

Protect your respirator and cartridges/filters from dirt and damage by storing them separately in securely closed sturdy plastic bags.

12.5 Repairs

1. Only qualified persons must complete any repairs or handle replacements of parts.
2. All damaged or faulty components are to be repaired using parts from the same brand of respirator.
3. Use of unapproved parts voids any NIOSH approval and is prohibited.

13.0 Mandatory Information for Employees Using Respirators When Not Required Under the Standard (Voluntary use)

Voluntary use of a respirator occurs when an employee requests a respirator even though the use of one is not required by a standard. In addition, the Respiratory Program Administrator has determined that use of a respirator is not necessary to protect the health of the employee, the amount of hazardous substance does not exceed the limits set by OSHA standards and the respirator use will not in itself create a hazard.

Exception: Employees whose only use of respirators involves the voluntary use of filtering facepiece (dust masks).

If the employer determines that any voluntary respirator use is permissible, employers must:

1. Ensure any employee using a respirator voluntarily is medically able to use that respirator
2. Ensure the respirator is cleaned, stored, and maintained so that its use does not present a health hazard to the user.
3. Give the employee a copy of T8 CCR, Section 5144, Appendix D, (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

14.0 Record Keeping

14.1 Exposure Measurements

1. The Respiratory Program Administrator shall maintain documentation of employee's atmospheric contaminants exposure.

14.2 Respiratory Fit Testing Documents

1. The Respiratory Program Administrator shall maintain documentation of employee's respiratory fit testing.
2. The Fit Test Record shall include the following:
 - a. Name and job classification of employee.
 - b. Examiner's name and date of respiratory fit testing.
 - c. Employee most recent hazardous assessment.
 - d. Specific make, model, style, and size of respirator tested
 - e. Type of test (qualitative or quantitative) conducted
 - f. The pass/fail results for QLFTs or the fit factor results for QNFTs.
 - g. The NIOSH/MSHA approval number.

14.3 Record Retention

1. The respiratory program administrator shall maintain employee exposure monitoring records for 30 years.
2. The Respiratory Program Administrator shall maintain respiratory fit testing results for duration of employee's employment.
3. Employee medical records shall be maintained with Human Resources for the duration of the employment plus 30 years.

14.4 Access to Records

All records shall be provided to employees, former employees, and representatives of employees.

15.0 Revisions

2014	13.0-13.1 App C: Voluntary Use, Appendix A Obtaining Respiratory Protection Equipment
2015	9.2 Visual impairment: Contact lenses OSHA update
2016	9.1 Medical Surveillance annual medical exemption
2016	9.2 Eyeglass inserts

Appendix A –Procedure for Obtaining Respiratory Protection Equipment

1. **Respirator Fitting and Training** - Contact Respiratory Program Administrator to schedule an appointment.
2. **EH&S Evaluation** - Respiratory Program Administrator personnel will determine if the use of a respirator is necessary by evaluating the work process.

This may be evaluated by one or a combination of the following methods:

- Consulting with the supervisor.
 - Interviewing the employee.
 - Observing the work operation.
 - Collecting air samples during the work process to assess airborne exposure to any toxic material. Respirators will be required for all operations where the concentration is in excess of the limits specified by the State (CAL OSHA) or Federal OSHA, or as deemed necessary by the Respiratory Program Administrator.
 - Evaluating existing or alternative controls.
3. **Medical History Questionnaire and evaluation**- upon referral from the Respiratory Program Administrator and approval of your supervisor, you should make an appointment with contracted Occupational Health Center for a Respiratory Medical Evaluation. Once you have received medical clearance, you can then proceed with the fit testing and training.
 4. **Respiratory Protection Training** - The purpose of this training is to inform the user of the limitations, use, and care of the respirator. **Anyone requiring a respirator, including all disposable Filtering Facepiece-type Respirators must be informed of the limitations of the masks.**
 5. **Respirator Fit Testing and Training**– A fit test and training will be provided when all of the above elements are met. A respirator that provides the best comfort and protection will be issued. Upon completion of the successful fit test, all supplies will be provided to the user in order to begin using the respirator.
 6. **Respirator User’s Responsibilities**
 - a. Update your respirator qualification status annually.
 - b. Reschedule for a future date if you cannot attend your scheduled appointment.
 - c. Return your respirator to the Respiratory Program Administrator when you no longer require it or when you end your employment at CSUCI.

Appendix B: Voluntary Respirator Use Agreement

CSUCI Respiratory Protection Program Voluntary Respirator Use Agreement

*Appendix D to 29 CFR 1910.134,
Mandatory Information for Employees Using Respirators When Not Required Under the Standard*

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, 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 for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, 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.
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.

Employee Information (Please print clearly)

Employee Name (Last, First)	Department/ Shop
Respirator Type:	

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

Employee Signature: _____ Date: _____

CSUCI Respiratory Protection Program

Appendix C: Purchase Procedures - Prescription Eyewear Spectacle Kit and Lenses

- The eligible employee's department will pay for the cost of prescription lenses and spectacle kits for full-face respirators as defined below. This contribution will be available to eligible employee once every two years.
 - Costs covered by the University will include:
 - Prescription eyewear spectacle kit
 - Lenses to fit spectacle kit
 - Employees are responsible for paying for any additional eyewear features.
 - Examples of such features may include upgraded lens or additional coatings.
 - The employee is responsible for obtaining a valid prescription prior to the purchase of eyewear spectacle kit and lenses.
 - The eligible employee's must also obtain a "SPECTACLE KIT ORDER FORM" from their supervisor.
- The eligible employee's department will directly purchase spectacles kit for Respirator use from the vendor SafeVision, LLC
- The provider will bill the eligible employee for any the fitted spectacle kit lenses and eyewear features not covered by the University at the time of purchase.
- The eligible employee's department will reimburse the employee for the fitted spectacle kit lenses and eyewear features covered by the University at the time of purchase.
- Complete the "Order Form" then faxed to us along with the employee's prescription and Pupil Distance (PD) measurement. (*Ask your eye doctor to include your PD measurement on your Rx form. Your eye doctor will have your PD if it is not on your prescription*).

SafeVision, LLC
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