

WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADMINISTRATIVE REGULATION

RESPIRATOR PROGRAM

PURPOSE:

The purpose of this operating procedure is to ensure the protection of all employees from respirator hazards, through proper use of respirators. Respirators are to be used only where engineering control of respirator hazards is not feasible, while engineering controls are being installed, or in emergencies.

RESPONSIBILITY:

The Superintendent of Buildings and Grounds is responsible for managing this respirator safety program:

He/she is solely responsible for all facets of this program and has full authority to make necessary decisions to ensure program success. This authority includes input into hiring personnel and procuring equipment necessary to implement and operate the program.

The Superintendent of Buildings and Grounds may halt any activity where there is danger of serious personal injury in relation to respirator misuse or non-use. This regulation includes respiratory hazards.

PROGRAM ELEMENTS:

1. The Superintendent of Buildings and Grounds overseeing this respirator program will develop written standard operating procedures governing the selection and use of respirators, using the Respirator-Use requirements flowchart 29CFR 1910.134(c) as a guideline. Outside consultation, manufacturer's assistance, and other recognized authorities will be consulted if there is any doubt regarding proper selection and use. These detailed procedures will be included as appendices. The Superintendent of Buildings and Grounds is the only individual authorized to amend approved procedures.
2. Respirators will be selected on the basis of hazards to which the worker is exposed. All selections will be made by the designated respirator person. Only National Institute for Occupational Safety and Health (NIOSH) - certified respirators will be selected and used.
3. The user will be instructed and trained in the proper use of respirators and their limitations. Both supervisors and workers will be so instructed by the designated person. Training should provide the employee an opportunity to handle the respirator, have it fitted properly, test its face piece-to-face seal, wear it in normal air for a long familiarity period, and finally wear it in a test atmosphere. Every respirator wearer will receive fitting instructions, including demonstrations and practice in how the respirator should be worn, how to adjust it, and how to determine if it fits properly.

Respirators should not be worn when conditions prevent a good face seal. Such conditions may be a growth of a beard, sideburns, and a skull cap that projects under the face piece, or temple pieces on glasses. No employee of BOCES, who is required to wear respirators, may wear beards. Also, the absence of one or both dentures can seriously affect the fit of a face piece. The worker's diligence in observing these factors will be evaluated by periodic checks. To assure proper protection, the face piece fit will be checked by the wearer each time the wearer puts on the respirator. This will be done by following the manufacturer's face piece-fitting instructions.

4. Where practical, the respirators will be assigned to individual workers for their exclusive use.
5. Respirators will be regularly cleaned and disinfected. Those issued for the exclusive use of one worker will be cleaned after each day's use, or more often if necessary. Those used by more than one worker will be thoroughly cleaned and disinfected after each use. The designated person will establish a respirator cleaning and maintenance facility and develop detailed written cleaning instructions.
6. Respirators used routinely will be inspected during cleaning. Worn or deteriorated parts will be replaced. Respirators for emergency use, such as self-contained devices, will be thoroughly inspected at least once a month and after each use. Inspection for SCBA breathing gas pressure will be performed weekly.
7. Appropriate surveillance of work area conditions and degree of employee exposure or stress will be maintained.
8. There will be regular inspection and evaluation to determine the continued effectiveness of the program. The designated respirator person will make frequent inspections of all areas where respirators are used to ensure compliance with the respiratory protection program.
9. Persons will not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform work and use the equipment. A qualified physician will determine what health and physical conditions are pertinent. The respirator user's status will be reviewed annually by the Superintendent of Buildings and Grounds.
10. Only certified respirators will be used.
11. Only employees who have had a respirator clearance from a Licensed Health Care Professional and an annual fit test will be shall be included in the WSWHE BOCES respirator program. Any other employee who wished to wear a respirator must be in compliance with the OSHA standard regarding the voluntary use of respirators.