



City Manager: _____

THE CITY OF POMONA

SAFETY POLICIES AND PROCEDURES

RESPIRATORY PROTECTION POLICY

I. PURPOSE

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

II. APPLICABILITY

This Policy applies to all City employees who are required to use respiratory protection.

III. POLICY

It is the policy of the City of Pomona that all aspects of Cal/OSHA's requirements for a Respiratory Protection Program, *California General Industry Safety Orders, Title 8, Subchapter 7, Article 107, Section 5144*, shall be met or exceeded.

IV. DEFINITION OF TERMS

"*Air Purifying Respirator*" - a respirator with an air-purifying filter, cartridge, or canister that removes specific air through the air-purifying element.

"*Atmosphere-supplying respirators*" - a respirator that supplies the respirator user with breathing air from a source independent of the ambient atmosphere, and includes supplied-air respirators (SARs) and self-contained breathing apparatus (SCBA) units.

"*Employee exposure*" - an exposure to a concentration of an airborne contaminant that would occur if the employee were not using respiratory protection.

"*Escape-only respirator*" - a respirator intended to be used only for emergency exiting.

"*Fit test*" - the use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual.

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"*High Efficiency Particulate Air (HEPA) filter*" - a filter that is at least 99.97% efficient in removing monodisperse particles of 0.3 micrometers in diameter. The equivalent NIOSH 42 CFR 84 particulate filters are N100, R100, and P100 filters.

"*Physician or other licensed health care professional (PLHCP)*" - an individual whose legally permitted scope of practice allows him/her to independently provide, or be delegated the responsibility to provide, some or all of the health care services required by Cal/OSHA under the Respiratory Protection Standard.

V. RESPONSIBILITIES

A. Supervisors shall

1. Ensure that employees wear the proper respiratory protection;
2. Ensure that only trained employees are allowed to wear respirators;
3. Report to the Safety Officer any changes in working conditions that may result in a substantial increase in the physiological burden placed on an employee using a respirator; and
4. Report to the Safety Officer any medical signs or symptoms that could affect an employee's ability to use a respirator.

B. Employees shall

1. Complete a medical evaluation with the PLHCP prior to using a respirator;
2. Properly use, clean, disinfect, maintain, and store any issued respirator;
3. Report to the Safety Officer any medical signs or symptoms that may affect an employee's ability to use a respirator; and
4. Not wear a respirator into atmospheres containing contaminants for which the issued respirator is not designed to protect against.

C. Safety Officer shall

1. Administer the Respiratory Protection Program;
2. Complete exposure determinations and select proper respirators;
3. Provide respirator training to employees, including qualitative fit testing; and
4. Review and revise the elements of the Respiratory Protection Program for effectiveness on an annual basis.

VI. PROCEDURE

A. Selection of Respirators and Hazard Evaluation

The City shall select and provide an appropriate respirator based on the respiratory hazard(s) to which the employee is exposed, and consider workplace and user factors that affect respirator performance and reliability. The City of Pomona shall

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use the National Institute of Occupational Safety and Health (NIOSH) Respirator Decision Logic as a guideline for respirator selection. Respirators will be selected on the basis of hazards to which the employee is exposed. Only NIOSH-certified respirators will be selected and used by the City of Pomona.

The Safety Officer shall identify and evaluate respiratory hazard(s) in the workplace. The evaluation of the hazard(s) shall include a reasonable estimate of employee exposures to respiratory hazard(s) and an identification of the contaminant's chemical state and physical form. If the Safety Officer cannot reasonably estimate the employee exposure, the City shall consider the atmosphere to be Immediately Dangerous to Life and Health (IDLH). Oxygen deficient atmospheres must be treated as IDLH. Employees shall not enter IDLH environments. The hazard assessment shall be documented on the *Exposure Assessment Record*.

The Safety Officer shall select respirators from a sufficient number of respirator models and sizes so that the respirator is acceptable to, and correctly fits, the user. The City will provide a respirator that will adequately protect the health of the employee and ensure compliance with all other OSHA statutory and regulatory requirements under routine and reasonably foreseeable emergency situations.

B. Medical Evaluation

The Safety Officer shall arrange a medical evaluation to determine the employee's fitness to wear a respirator. The evaluation shall be provided before the initial fit-testing and before the respirator is used for the first time. Only those City employees able to perform the assigned task while wearing a respirator may be given such a position. Employees will only be assigned a respirator after the Safety Officer receives a written recommendation regarding each employee's ability to use the respirator from the PLHCP. This evaluation will not be required for employees who voluntarily use dust masks and for those whose only respirator would be the use of escape-only respirators.

The Safety Officer shall administer the medical questionnaire and examination confidentially during the employee's normal working hours or at a time or place convenient to the employee. The City of Pomona shall allow employees an opportunity to discuss the questionnaire and examination results with the PLHCP.

The Safety Officer will provide the PLHCP with the following information prior to the PLHCP making a recommendation concerning an employee's ability to wear a respirator: 1) The type and weight of the respirator to be used by the employee; 2) The duration and frequency of respirator use; 3) The expected physical work effort; 4) Additional protective

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clothing and equipment to be worn; and 5) Temperature and humidity extremes that may be encountered.

Employees shall be sent for a re-evaluation whenever signs or symptoms appear after the initial exam is conducted by the PHLCP. The following conditions warrant a re-evaluation by the PHLCP:

- Cardiovascular disease and respiratory disease, such as high blood pressure, angina, asthma, chronic bronchitis, or emphysema.
- Cardiovascular damage caused by a heart attack or stroke.
- Reduced lung function caused by factors such as smoking.
- Neurological disorders, such as epilepsy.
- Psychological conditions, such as claustrophobia and severe anxiety.

C. Training and Fit Testing

Before using a respirator, all personnel who are assigned to wear a respirator must go through comprehensive training. The training shall cover the following elements:

1. Why respiratory protection is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator;
2. What the limitations and capabilities of the respirator are;
3. How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions;
4. How to inspect, put on and remove, use, and check the seals of the respirator;
5. What the procedures are for maintenance and storage of the respirator;
6. How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators; and
7. The training requirements of the Cal/OSHA standard.

Retraining shall be conducted annually and when changes in the workplace or the type of respirator render the previous training obsolete. Retraining shall also be given to any employee who has not retained the requisite understanding or skill that is required to use respiratory protection.

All employees are required to be fit tested before a respirator can be used in the workplace. Employees must be fit tested with the same make, model, style, and size of respirator that will be used by each employee. The City will use the appropriate qualitative or quantitative fit test. Police Department staff who are required to wear a Millennium Gas Mask will be fit-tested using a quantitative fit test unit. Police Department staff will be adequately trained on how to perform the quantitative fit-test. Fit testing shall be repeated whenever an employee switches to a different tight-fitting respirator or if there are physical changes in the employee that might affect the facepiece-to-face seal (includes obvious change in body weight, facial scarring, extensive dental work, or cosmetic surgery). Employees wearing

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a respirator with a tight-fitting facepiece will not be allowed to have facial hair that comes between the sealing surface of the facepiece and the face or that interferes with valve function. Employees who wear prescription glasses will not be allowed to wear full face piece respirators.

D. Respirator Inspection, Cleaning, Disinfection and Maintenance

All respirator wearers are instructed to inspect the respirator every day before and after use to make sure it is in good condition. Employees shall check the following: 1) Inspect all the valves and seals for dirt or grit; and 2) Inspect all parts for wear or damage, paying special attention to rubber or plastic parts which can deteriorate. Worn or damaged respirators shall be immediately removed from service and turned in to the employee's supervisor.

Employees shall keep a written record of the respirator inspection using the *Respirator Inspection Record*. This form shall be maintained by the division for a period of one (1) year and be readily accessible for inspection by the Safety Officer.

Employees shall clean and disinfect their respirators after each use. Cleaning shall be completed in the following manner:

1. Remove filters, cartridges, or canisters. Face pieces shall be disassembled by removing speaking diaphragms, demand and pressure-demand valve assemblies, hoses, or any components recommended by the manufacturer. Discard or repair any defective parts;
2. Wash components in warm (110 deg. F max) water with a mild detergent containing a disinfectant that is recommended by the manufacturer. A stiff bristle (not wire) brush may be used to facilitate the removal of dirt;
3. Components should be hand-dried with a clean lint-free cloth or air dried;
4. Reassemble face pieces, replacing filters, cartridges, and canisters when necessary.

Employees shall consult the manufacturer's recommendations for the proper cleaning technique. Disposable respirators, such as dust masks, shall not be cleaned. Employees shall immediately wash their faces after a respirator has been removed.

Employees shall store respirators to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals. Respirators shall be packed or stored to prevent deformation of the face piece and exhalation valve. Respirators shall not be stored in vehicles. Any employee found to be improperly storing a respirator may be disciplined, up to and including termination.

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E. Respirator Cartridges

The City shall only use filters, cartridges, and canisters that are labeled and color coded with the NIOSH approval label. This label shall not be removed and must remain legible. Particulate masks and filters must meet the NIOSH standard of 42 CFR Part 84. Only masks with the P, N, or R rating may be used in the workplace.

F. User Seal Checks

Employees who use tight-fitting respirators shall perform a user seal check each time a respirator is put on for use. The check is to ensure that an adequate seal is achieved. Employees shall perform a positive and negative pressure check on each respirator. Any leakage of air shall be immediately reported to the immediate supervisor. Employees shall never remove a respirator from their face in a contaminated environment.

G. Voluntary Respirator Use

The City will provide respirators at no charge to employees for voluntary use. The Safety Officer will provide all employees who voluntarily choose to wear a respirator with a copy of Appendix D of the Cal/OSHA standard. Employees choosing to wear a half face piece APR must comply with the procedures for Medical Evaluation, Respirator Use, and Cleaning, Maintenance, and Storage. The Safety Officer shall authorize voluntary use of respiratory protective equipment as requested by all other employees on a case-by-case basis, depending on specific workplace conditions and the results of medical evaluations.

H. Program Evaluation

The Safety Officer shall review and evaluate the entire Respiratory Protection Program on an annual basis. During this review, the Safety Officer will review the procedure and make any necessary adjustments as a result of the evaluation. The City shall implement improvements and immediately correct any defects to ensure continued protection and safety of City personnel.

VII. ACTION

This revised Policy is effective 10/27/06.

