Wellesley College
Respirator Program

A. Policy

This Respiratory Protection Program is intended to establish and coordinate the use of and maintenance of respiratory protection equipment. The purpose is to meet the requirements of the Occupational Safety and Health Administration (OSHA) Respiratory Protection Standard (29 CFR Part 1910.134). The program will outline the responsibilities of both the individuals implementing the plan and those employees who may be working in potentially hazardous environments.

B. Purpose

The prime objective at Wellesley College is to ensure the protection of all employees from respiratory hazards. This is done through the proper use of respirators where engineering controls are not feasible or effective in reducing hazards, while controls are being instituted, or during clean up operations, and other emergency situations. In such situations, department managers, in conjunction with the Department of Environmental Health and Safety (EH&S), will initiate the need for respirators and be responsible to ensure that all applicable provisions of the Respiratory Protection Program are being followed.

As a matter of general policy, all provisions of the Respiratory Protection Program are to be addressed whenever respirators are required to be worn for the individual’s protection. In circumstances where respirators are not required to be worn by reason of hazards, but individuals choose to use them for comfort or other reasons, all but the fit testing requirements of the Respiratory Protection Program will apply.

C. Responsibility

- **The Department of Environmental Health and Safety** will consult with department managers, to determine when the use of respirators is needed and which type of respiratory protective equipment is appropriate. The EH&S office will also work with the individual departments to assist them in ensuring that all staff required to use respirators are properly trained and fit tested by competent individuals.

- **Department Managers** will ensure that the criteria contained in this section are complied with, as appropriate, whenever personnel within their supervisory jurisdiction use or are expected to use respirators for protection against atmospheric hazards. Department managers or their designee will be responsible for managing and coordinating the department’s use and involvement with respirators. Their responsibilities include providing feedback regarding the Wellesley College Respiratory Protection Program to the EH&S office.
• **All Employees** are responsible for using their respirators in accordance with their training and instruction.

Individuals who are required to wear respirators for protection against health hazards are expected to comply with the following guidelines:

- Wear only the respirator instructed to use.
- Check the respirator for a good fit before each use.
- Check the respirator for deterioration before and after each use.
- Recognize indications that cartridges and/or filters are at the end of their service life.
- Clean and sanitize reusable respirators after each use and store carefully in a protected location.
- Discard disposable respirators as directed.

**D. RESPIRATOR USE CRITERIA**

- Respirators shall be worn when they are necessary for protection of health.
- An evaluation of hazards or potential hazards by the EH&S office shall serve as the basis of determining whether respiratory protection is required and will decide what type of respirator is to be used.
- All respirators issued must be clean and in good working order.
- Persons who are issued respirators to protect against recognized hazards must:
  - be medically approved to wear a respirator.
  - be properly fit tested and/or receive training on the proper use of respirators and their limitations by a representative of the EH&S office or their designee. For Powered Air Purifying Respirator (PAPR) use, individuals will be shown how to operate and care for the unit.

**E. RESPIRATOR SELECTION CRITERIA**

- Only respirators certified and approved by National Institute of Occupational Safety and Health (NIOSH) will be selected for use at Wellesley College.
- Respirator types, makes, and models will be selected by the department managers or their designee, after consultation with the EH&S office.
• Respirators to be used at any given time will be selected on the basis of the hazard and nature of exposure, as determined by the EH&S office.

• Respiratory protection available at Wellesley College includes, but is not limited to, the following:

<table>
<thead>
<tr>
<th>Use</th>
<th>Respirator Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research activities</td>
<td>Negative Pressure Air Purifying Respirator with appropriate cartridges/filters</td>
</tr>
<tr>
<td>Potential Exposure to Infectious Tuberculosis (Infirmary)</td>
<td>N95</td>
</tr>
<tr>
<td>Hazardous Chemical Spill Clean-Up (Designated Personnel Only)</td>
<td>Negative Pressure Air Purifying Respirator with appropriate cartridges/filters</td>
</tr>
<tr>
<td>Specified Facility Maintenance Activities (e.g. Confined space entry, work involving lead containing materials, or handling hazardous materials such as solvents and hazardous wastes)</td>
<td>Negative Pressure Air Purifying Respirator with appropriate cartridges/filters</td>
</tr>
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N95 at least 95% efficient at removing particles 0.3μm (micrometers) in size
F. TRAINING

• Each department whose employees may engage in wearing respirators shall ensure that such individuals and their supervisors receive appropriate respirator training. Training is to be conducted by a representative of the EH&S office or their designee. All training should be documented and training records maintained by the EH&S office. Respirator training shall be conducted as needed and coordinated by the EH&S office.

• Respirator training shall include the following as a minimum scope of instruction:
  ♦ Instructions on how to properly don, adjust, and fit respirators.
  ♦ Basic explanation of the purpose of respirators and the basis for proper selection.
  ♦ Discussion on the limitations of respirators and how to recognize warning properties of contaminants.
  ♦ How to examine the respirator for defects, worn or broken parts, and other factors that may cause the respirator to malfunction.
  ♦ Instructions on cleaning, disinfecting, general maintenance, and proper storage of respirators.
  ♦ How and when to replace particulate and chemical cartridges on the air-purifying, negative pressure type respirators.
  ♦ An explanation and demonstration of qualitative fit testing procedures and those factors that may interfere with the proper fit of respirators.
  ♦ Instructions and demonstration on how to conduct positive and negative pressure tests.
  ♦ The hands-on-training to particularly focus on the proper placement and fitting of respirators, replacing cartridges, examining the device for broken or worn parts, and positive and negative pressure testing techniques.
  ♦ No personnel are currently using or expected to use Self Contained Breathing Apparatus (SCBA) or other emergency types of equipment. Any individuals who may be assigned a SCBA in the future must receive special training on the use, limitations, care and maintenance of such equipment initially and then on a periodic basis.
G. FIT TESTING

- Personnel required to wear respirators in a contaminated area must be fit tested to assure that the face piece of the respirator forms a good seal around the mouth and nose of the wearer.
- Qualitative or quantitative fit tests are acceptable methods of testing and will be conducted on employees requiring the use of respirators.
- Negative and positive pressure tests will also be conducted in conjunction with the fit testing. Participants will receive instruction on how to perform negative and positive pressure tests on themselves each time the respirator is donned.
- Fit testing shall be conducted by a representative from the EH&S office or their designee as needed. Fit testing to the N95s (at least 95% efficient at removing particulates 0.3 micrometers in size) will be conducted when the individual is initially assigned to the respirator.
- Personnel not able to demonstrate a good facial seal shall be notified. Satisfactory fit testing results may not be obtainable on persons with excessive facial hair or other interfering features.
- Personnel who fail to satisfy the specific fit test criteria for air purifying respirators should not be assigned to tasks requiring the use of such equipment or alternative methods of protection must be provided.

H. INSPECTION OF RESPIRATORS (See Appendix A)

- All respirators are to be inspected by the wearer each time they are used to ensure that they are clean and in good working order.
- Department managers, supervisors, or their designee should also periodically spot check the condition of respirators and assure that an adequate supply of filters, cartridges, and other needed accessories are available.
- Respirator inspections should include the following check points:
  - Tightness of connections and condition of face piece.
  - Broken headbands or malfunctioning parts.
  - Condition of inhalation and exhalation valves (where applicable).
− Condition and availability of particulate and chemical cartridges for negative pressure, air-purifying respirators.
− Pliability and/or deterioration of any rubber or elastomer respirator parts.

• All major repairs or replacement of parts on reusable respirators should be performed by the manufacturer. Components and parts from various respirator manufacturers are not interchangeable.

I. CLEANING AND DISINFECTING REUSABLE RESPIRATORS

• Reusable respirators are to be regularly cleaned and disinfected. Those issued for the exclusive use of one worker should be cleaned after each day's use or more often, if necessary.

• Daily cleaning of respirators will be the responsibility of the individual who has been assigned their own respirator. Cleaning may be accomplished by wiping all surfaces of the respirator with a non-alcohol wiper or as recommended by the manufacturer.

• Respirators that may be used by more than one person shall be cleaned and sanitized per the manufacturer’s instructions after each use. Sanitizing wipes will be made available to respirator users.

• All emergency use respirators must be cleaned and disinfected immediately after each use.

J. STORAGE

• Between use, reusable and cleaned respirators shall be stored in a clean, sealable plastic bag.

• Respirators should be stored away from dust, sunlight, heat, extreme cold, excessive moisture, chemicals and mechanical damage. They should also be stored or placed in a manner to prevent the rubber or plastic face piece from becoming distorted and to prevent damage to the exhalation valves.
K. PROGRAM EVALUATION

The EH&S office will review the Respiratory Protection Program annually. Several factors must be evaluated to determine program effectiveness. These include, but are not limited to:

- Are hazards being correctly identified?
- Are the appropriate respirators being used for the hazards being encountered?
- Are the respirators being used in an appropriate manner?
- Are the respirators being properly cleaned and maintained?
- Have all workers received appropriate training and medical evaluation?
- Are all aspects of the respiratory protection standard adequately addressed?
Appendix A

Respirator Inspection record and checklist

1. Respirator Wearer:___________________________________________________________

2. Type of Respirator:__________________________    Model No.:______________________

3. Defects Found:
   A. Face-piece: _______________ Date defect was fixed _____________
   B. Inhalation Valve: _______________ Date defect was fixed _____________
   C. Exhalation Valve: _______________ Date defect was fixed _____________
   D. Headbands: _______________ Date defect was fixed _____________
   E. Cartridge Holder: _______________ Date defect was fixed _____________
   F. Cartridge/ Canister: _______________ Date defect was fixed _____________
   G. Filter: _______________ Date defect was fixed _____________
   H. Harness Assembly: _______________ Date defect was fixed _____________
   I. Gaskets: _______________ Date defect was fixed _____________
   J. Other defects: _______________ Date defect was fixed _____________

Inspection Schedules: All respiratory equipment must be inspected before and after each use and during cleaning.

Never use a respirator with defects!