



UC San Diego

Policy & Procedure Manual

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ENVIRONMENT, HEALTH & SAFETY

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RESPIRATORY PROTECTION PROGRAM

I. REFERENCES

- A. California Code of Regulations, Title 8, General Industry Safety Orders
- B. American National Standards Institute - Practices for Respiratory Protection (ANSI Z 88.2) 1992
- C. *UCSD Respiratory Protection Manual*

II. POLICY

- A. When it is clearly impractical to remove harmful dusts, fumes, mists, vapors, or gases at their source or where relatively brief exposure is needed, the employee exposed to such hazard shall be protected by use of a respirator issued by the Office of Environment, Health and Safety (EH&S). Prior to issuance of a respirator, the individual must complete a medical questionnaire and receive medical clearance from the UCSD Center for Occupational and Environmental Medicine (COEM), be fit tested with an appropriate respirator for the task, complete a standard operating procedure form, and receive training by EH&S.
- B. There shall be a uniform procedure for respirator use, selection, cleaning, storage, employee training, and determination of employee medical status. The *UCSD Respiratory Protection Manual* establishes the procedures and requirements necessary to meet various enforcing agencies' regulations for use of respiratory protection equipment and to provide the necessary health and safety protection to those persons falling within the jurisdiction of the program.

III. PROCEDURES

- A. Employees requiring the use of a respirator must complete a medical questionnaire and receive medical clearance from COEM to determine if the employee is medically capable of wearing a respirator.
- B. An appropriate respirator and cartridges will be selected and issued to the individual according to the contaminant, the nature of the work operation, the protection factor based on quantitative fit testing, and other pertinent factors as determined by EH&S.
- C. The user shall be trained in the need for a respirator, its proper use, and its limitations. The user will be instructed to check for good respirator fit including field seal checks and to clean, inspect, and store the respirator appropriately.
- D. Annual re-certification requires completion of the medical questionnaire, fit test, and training for all routine respirator users.

- E. Periodic inspections at work sites and evaluation of the program will be conducted by EH&S personnel to determine the effectiveness of the program.

IV. RESPONSIBILITIES

A. Department Chair or Director

The department chair or unit director is responsible for assuring that all individuals under his/her control participate in the Respiratory Protection Program if required by the nature of their work.

B. Project Leader, Supervisor, or Superintendent

Each person in charge of a research project or other activity where respiratory protection may be or is required is responsible for:

1. Identifying, with the assistance of EH&S, those employees who may need respiratory protection equipment, and scheduling them for fitting and training in the proper use and maintenance of the equipment.
2. Requesting assistance from EH&S in evaluating new operations that may present health and safety hazards.
3. Obtaining approval from an occupational health physician before assigning known or suspected medically restricted employees to jobs requiring the use of respirators.
4. Enforcing the use of respiratory protection equipment and other requirements when applicable.
5. Providing recharge number to the employee.
6. Keeping the department chair or director informed of any actions proposed or taken regarding the Respiratory Protection Program.

C. Employee

Any employee or person who is required, under the Respiratory Protection Program, to wear respiratory equipment is responsible for:

1. Utilizing the issued respiratory protection equipment in accordance with instruction and training provided by EH&S.
2. Informing his/her supervisor of any personal health problems that could be aggravated by the use of respiratory equipment.
3. Guarding against damage and ensuring respirators are not disassembled, modified, or otherwise altered in any way that may compromise the service of the respirator.
4. Reporting any observed or suspected malfunctioning respirator to EH&S.
5. Using the type of respiratory protection equipment for which they have been trained and fitted.
6. Store the respirator and cartridges in a plastic bag. Do not leave it hanging on a hook.
7. Replace cartridges based on cartridge change-out schedule and eliminate cartridge break-through.

8. Keeping track of their respirator to ensure that it is not used or shared among others in the facility.
9. Returning the respirator to EH&S when it is no longer needed or when the employee leaves the University.

D. Office of Environment, Health and Safety

EH&S is responsible for performing the following functions:

1. Reviewing and approving all purchases of respiratory protection equipment.
2. Providing instruction on the need for respiratory protection, criteria for selecting respirators, respirator fitting, use, storage and maintenance.
3. Providing approved respiratory protection equipment, maintaining facility for the cleaning and maintenance of equipment, and providing the following additional services:
 - a. Conducting initial, annual, and other required fit tests for employees who utilize respiratory equipment.
 - b. Coordinating medical questionnaire delivery with COEM.
 - c. Providing employee training on the proper use and maintenance of respiratory protection equipment.
 - d. Conducting inspections for respiratory equipment usage, maintenance and storage.
 - e. Providing employees with a UCSD Respirator Certification Card
 - f. Following up with employee regarding medical questionnaire summary results.
 - g. Contacting employee for annual respirator fit testing.
 - h. Acting as a consultant for respiratory protection.
 - i. Recharging department for respiratory protection services.