

**STANDARD PRACTICE INSTRUCTION**

**DATE:** March 1, 2010

**SUBJECT:** Respiratory Protection Policy

**REGULATORY STANDARD:** OSHA - 29 CFR 1910.134  
ANSI - Z88.2, 1992

**BASIS:** About 32 million workers are potentially exposed to one or more chemical hazards on a daily basis. There are an estimated 575,000 existing chemical products, and hundreds of new ones being introduced annually. This poses a serious problem for exposed workers and their employer. The OSHA Respiratory Protection Standard establishes uniform requirements to make sure that the respiratory hazards of all U.S. workplaces are evaluated, and that engineering controls, and work practice controls are implemented, and where not feasible, a respiratory protection program instituted.

**GENERAL:** Nowland Associates, Inc. will ensure that respiratory hazards within our work areas are evaluated, and that information concerning these hazards is transmitted to all employees. This standard practice instruction is intended to address comprehensively the issues of; evaluating the potential respiratory hazards, communicating information concerning these hazards, and establishing appropriate engineering, work practice, or respiratory protective measures for employees. Currently, there are no requirements for respiratory protection at Nowland Associates, Inc. Nowland Associates, Inc. allows the voluntary use of filtering facepieces (dust masks) for work associated with occasional masonry cutting, where it has been determined to not present a hazard.

**RESPONSIBILITY:** The company Safety Officer along with Human Resources, is solely responsible for all facets of this policy and has full authority to make necessary decisions to ensure it's success.

### **Contents of the Respiratory Protection Program**

- 1. Policy Statement.**
- 2. Employer/Employee Responsibility.**
- 3. Use of Respirators.**

## **Nowland Associates, Inc. Respiratory Protection Policy**

### **1. Policy Statement.**

1.1 Engineering controls. To control and/or minimize the threat of occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors, appropriate engineering controls will be utilized. The primary objective of this program will be to prevent atmospheric contamination. This will be accomplished as far as feasible by accepted engineering control measures (for example, enclosure or confinement of the operation, general and local ventilation, and substitution of less toxic materials). When effective engineering controls are not feasible, or while they are being instituted, a written Respiratory Protection Program will be developed and appropriate respirators will be used.

1.2 Respirators. Respirators will be provided by this employer when such equipment is necessary to protect the health of the employee. This employer will:

1.2.1 Provide the respirators which are applicable and suitable for the purpose intended.

1.2.2 Be responsible for the establishment and maintenance of a written respiratory protective program which will include the requirements outlined in 29 CFR 1910.134.

1.3 The employee will use the provided respiratory protection in accordance with instructions and training received.

1.4 Respirators will be selected on the basis of hazards to which the worker is exposed.

1.5 The user will be instructed and trained in the proper use of respirators and their limitations.

1.6 Respirators will be regularly cleaned and disinfected. Those used by more than one worker will be thoroughly cleaned and disinfected after each use.

1.7 Respirators will be stored in a convenient, clean, and sanitary location.

1.8 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.

1.9 Appropriate surveillance of work area conditions and degree of employee exposure or stress will be maintained.

1.10 There will be regular inspection and evaluation to determine the continued effectiveness of the program.

1.11 Employees will not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work and use the equipment. A physician will determine what health and physical conditions are pertinent.

1.12 Only NIOSH approved or accepted respirators will be used. The respirator furnished will provide adequate respiratory protection against the particular hazard for which it is designed.

## **2. Employer and Employee Responsibility.**

### **2.1 Employer's Responsibility.**

2.1.1 Respirators will be provided by this employer when they are necessary to protect employee health.

2.1.2 The respirator provided will be suitable for the intended use.

2.1.3 This employer will offer at least three types of respirators for employees to select from.

2.1.4 This employer will be responsible for establishing and maintaining a respiratory program whenever respirators are used. A program administrator will be appointed to oversee the program.

**3. Use of Respirators.** This employer provides respirators (filtering facepieces) at the request of employees or permit employees to use their own respirators, if it is determined that such respirator use will not in itself create a hazard. If voluntary respirator use is permissible, this employer will provide the respirator user(s) with the necessary information for safe and effective use, utilizing the mandatory form from 29CFR1910.134 Appendix D.

3.1 Fit instructions. 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.