

**Procedure
12.16**

**EFFECTIVE
DATE
8-1-04**

**Eugene
Police Department**



Respiratory Protection Program

12.16.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department employees with a safe and healthful working environment by providing, and requiring the use of, appropriate respiratory protection for those employees who may work in a hazardous atmosphere. This policy will define requirements regarding selection, use, and maintenance of all relevant types of respirators (e.g., gas masks, self-contained breathing apparatus, cartridge and canister type respirators, dust/mist respirators). HRRS Risk Services bears overall responsibility for the City's respiratory protection program. More detailed information on topics covered in this policy can be obtained in the City's Respiratory Protection Program Policy and the *Code of Federal Regulations* (refer 29 CFR 1910.134.)

PART I - Responsibilities and Procedures for All Personnel

- A. Scope of program
- B. Employee responsibilities

PART II - Responsibilities and Procedures for Supervisors and Command Personnel

- A. Supervisors
- B. Department responsibilities

12.16.2 RESPONSIBILITIES AND PROCEDURES ALL PERSONNEL

A. Scope of program

1. This policy applies to all police officers, community service officers, and tactical dispatchers.
2. Division managers may designate other individuals and/or positions who will be subject to this program if the person's assignment may require him/her to work in a hazardous atmosphere where respiratory protection would be required.

B. Employee responsibilities

1. Complete the required medical evaluation prior to being fit-tested and using the respirator. (Note: Except for reporting to the City any recommended limitations on an employee's use of a respirator and recommendations for any follow-up medical evaluations, the content of this evaluation is confidential and records will be retained by the City Physician. Recommendations listed above received by the City will be retained in the applicable employee's medical file at HRRS.)
2. Wear your respirator when required and in the manner in which you were trained. You should only use respirators which are provided by the City and for which you have received training. Except for non-sealing filtering face pieces (e.g., dust masks), you may only use a respirator for which you have been fit-tested.
3. Perform a user seal check (i.e., positive and negative pressure checks) each time the respirator is donned for use in a hazardous atmosphere.
4. To avoid possibly compromising the seal and proper functioning of the respirator, do not use tobacco products, chewing gum, or candy, or have other food substances in your mouth, while using a respirator.
5. If you use a respirator with a tight-fitting facepiece, you may not have facial hair which comes between the sealing surface of the facepiece and the face or which interferes with valve function when using or being fit-tested for the respirator. (For purposes of this policy, the term "tight-fitting facepiece" means a respiratory inlet covering that forms a complete seal with the face.)
6. Immediately exit a hazardous atmosphere in the event of a respirator malfunction or failure. Do not remove your respirator while in the hazardous atmosphere, and do not re-enter the hazardous atmosphere until you have a properly working respirator.
7. Inspect any respirator issued to you after each use, during cleaning, and at least monthly.
8. Report any malfunction of the respirator to your supervisor as soon as possible.
9. Guard against any mechanical damage to the respirator, and do not perform any unauthorized repairs or alterations to the respirator.
10. Clean the respirator as instructed, and store it in a clean, sanitary location which protects it from damage or contamination. Ensure that it is packed or stored in a manner which prevents deformation of the face piece and/or exhalation valve.
11. Do not remove a canister or cartridge from its packaging until the time it is to be placed/installed on the respirator.

12. Do not remove the NIOSH approval label from any filter, cartridge, or canister, and ensure that pertinent information on the label remains legible.

12.16.3 RESPONSIBILITIES AND PROCEDURES FOR SUPERVISORS AND COMMAND PERSONNEL

A. Supervisors

1. Ensure that any employee under your supervision who is subject to this policy has received proper training in the use of, and has been fit-tested for, every respirator type that the employee is required to wear.
2. Ensure that any employee performing a task requiring a respirator is wearing the proper respirator while performing that task.
3. Ensure that each subject employee receives annual fit-testing for each type of respirator she or he is required to wear.

B. Department responsibilities

1. Ensure the availability of properly certified respirators adequate to protect the health of employees in hazardous atmospheres under routine and reasonably foreseeable emergency situations. Provide a sufficient number of respirator models and sizes so that the respirator correctly fits the user.
2. Establish procedures for the required medical evaluation, and ensure that evaluation is completed before an employee uses a respirator in the course of his or her duties. Determine, based on the medical information provided, whether an employee is authorized to use a respirator.
3. Provide adequate storage facilities for respirators and accessories, and ensure proper equipment maintenance.
4. Fit-testing
 - a. Before an employee is required to use a respirator with a negative or positive pressure tight-fitting face piece, s/he must be fit-tested with the same make, model, style, and size of respirator which will be used following an approved fit-testing protocol.
 - b. The fit-testing must be done while the employee is wearing any other items of personal protective equipment that the employee is required to wear with the respirator (e.g., helmet, safety glasses, mask-mounted radios.)
 - c. Fit-testing must be done anytime a different respirator face piece is used, and anytime an employee reports, or a supervisor observes, changes in an employee's physical condition which could affect respirator fit (e.g., facial scarring, dental changes, cosmetic surgery, obvious changes in body weight).

- d. In any case, fit-testing must be conducted at least annually.
 - e. If an employee notifies the department that the fit of the respirator is unacceptable, s/he will be given a reasonable opportunity to select a different respirator face piece and be fit-tested with the new face piece.
 - f. Maintain a record of fit tests conducted until the next fit test is administered. (Risk Services will maintain a master list of employees trained and tested.)
- 5. In consultation with Risk Services, ensure timely and proper change-out of respirator canisters and cartridges with the replacement schedule based on such factors as recommendations from the manufacturer, canister/cartridge expiration date, contaminant characteristics, environmental factors, and user factors.
 - 6. Ensure proper inspection of any respirator not issued to an individual for his/her exclusive use on at least a monthly basis.
 - 7. Ensure proper repair or replacement of any respirator or respirator component found to be defective or which fails to function properly.
 - 8. Ensure that required training is conducted and properly documented.
 - 9. Conduct periodic evaluations (at least annually) to ensure that the Respiratory Protection Program is being properly implemented and is effective.