October 4, 1976

R/M Friction Materials Company, Manheim Plant

Respirator Protection Program

Until such time as Engineering and/or Administrative controls reduce the amount of airborne fiber levels to the legal standard appropriate respirator protective equipment will be used.

The following is our plant respirator protection program.



I. Employer and Employee Responsibility

A. Employer Responsibility

1. Respirators shall be provided by the employer when they are necessary to protect the health of the employee.

2. Employer shall provide the respirator which is applicable and suitable for the intended purpose.

3. The employer shall be responsible for the establishment and maintenance of a respiratory protection program.

B. Employee Responsibility

1. The employee shall use the respiratory protection in accordance with instructions and training received.

2. The employee shall guard against damage to the respirator.

3. The employee shall report any trouble or malfunction of the respirator to his supervisor.

II. Maintenance and Care of Respirators

A. Inspection

1. All respirators shall be inspected routinely before and after each use.

2. Respirators kept for emergency use must be inspected after each use, and at least monthly to assure that they are in satisfactory working condition.

3. A record shall be kept of inspection dates and findings for respirators maintained for emergency use.

4. Respirator inspection shall include

a. Check of the tightness of connections and the condition of the face piece.
b. Check of the headbands.
c. Check of the valves.
d. Check of the connecting tube and canisters.
e. Rubber or elastomer parts shall be checked for pliability and deterioration.

B. Cleaning and Disinfection

1. Respirators shall be cleaned after each use.

2. Cleaning Procedure

Respirator shall be cleaned after each use. Each employee will be responsible to clean and sanitize his/her own mask.

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(a) Remove all worn parts.
(b) Disinfect all facial contact area by spraying the respirator with an approved type disinfectant.
(c) Re-assemble the respirator and insert new filters or cartridges. Make sure the seal is tight.
(d) Place the respirator in a new plastic bag and seal it.

C. Repair of Respirators

1. Repair or replacement shall be done by the employee with parts designed for the respirators.

2. No attempt shall be made to replace components or to make adjustment or repair beyond the manufacturer's recommendation.

3. Reducing or admission valves or regulators shall be returned to the manufacturer or to a trained technician for adjustment or repair.

D. Storage of Respirators

1. After inspection, cleaning, and necessary repairs, respirators shall be stored to protect against dust, sunlight, heat, extreme cold, excessive moisture or damaging chemicals.

2. Respirators placed at stations and work areas for emergency use should be stored in compartments built for the purpose, be quickly accessible at all times, and be clearly marked.

3. Routinely used respirators, such as dust respirators, may be placed in plastic bags.

4. Respirators shall not be placed in such places as lockers or tool boxes unless they are in carrying cartons.

5. Respirators shall be packed or stored so that the face piece and exhalation valve will rest in a near normal position.

III. Selection, Issuance, and Training Practices

A. Selection of Respirators

1. Respirator type and make will be selected by the individual in charge of the respirator program.

2. Only respirators approved by the National Institute of Occupational Safety and Health may be used.

A - Selection of Respirators (continued)

3. The proper type of respirator for the specific hazard involved will be selected in accordance with the manufacturers' instructions.

B. Issuance of Respirators

1. Management reserves the right to determine if a respirator is needed.

2. Air sampling data will be taken and shall be the determining factor in the case of a disagreement between employer and employee on whether a respirator is needed.

3. Employees will be required to wear breathing zone sampling apparatus for periods of time when air sampling studies are being carried out. These studies will be done from time to time to assert that a respirator is or is not necessary.

C. Training Practices

1. Instruction in the nature of the hazard, and an honest appraisal of what may result if the respirator is not used.

2. An explanation of why engineering controls are not immediately possible, and that effort is being made to eliminate the need for respirators.

3. An explanation of why this is the proper type of respirator for the particular hazard.

4. An explanation of the care and cleaning program.

5. A discussion of the respirator's capabilities and limitations.

6. Instruction and training in actual use, and close and frequent supervision to assure proper use.

7. Any other emergency or special instructions.

IV. Operating Procedures for Respirators

A. The company will provide for the proper storage and cleaning of respirators. They will be cleaned and disinfected daily, or after each individual use.

B. Respirators must be stored in the proper area when not being used.

C. Whenever respirators are not in use during the shift, they must be stored in the clean plastic bag in which they were issued.

D. Respirators may not be worn when conditions prevent a good face seal (such as a growth of beard or missing dentures).

IV. Operating Procedures for Respirators (continued)

E. Before and after using a respirator, the employee must make an inspection of tightness of connections and the condition of the face piece, headbands, valves, filter holders and filters. If any questionable items are found, have them corrected immediately.

F. To assure proper protection, the face piece fit must be checked by the wearer before each shift.

1. Positive pressure test: Close off the exhalation valve with your hand, breathe air into the mask. The face fit is satisfactory if some pressure can be built up inside the mask without any air leaking out between the mask and the face of the wearer.

2. Negative pressure test: Close off the inlet openings of the cartridge with the palm of your hand. Some masks may require that the filter holder be removed to seal off the intake valve. Inhale gently so that a vacuum occurs within the face piece. Hold your breath for 10 seconds. If the vacuum remains, and no inward leakage is detected, the respirator is properly fit.

V. Control and Evaluation of Respirator Program

In order to maintain an effective respiratory protection program, control and feedback on how the program is functioning is necessary. In this manner, improvements can be made and deficiencies eliminated.

A. Wearer Acceptance

1. Comfort.
2. Ability to breathe without objectionable effort.
3. Adequate visibility under all conditions.
4. Provisions for wearing prescription glasses.
5. Ability to perform all tasks without undue interference.
6. Confidence in the face piece fit.

B. Examination of Respirators in Use

1. Even though a respirator is worn conscientiously, the protection provided is no better than the respirator in use.

2. Frequent random inspections shall be conducted by a qualified individual to assure that respirators are properly selected, used, cleaned, and maintained.

VI. Each employer required to wear a respirator will have it fitted properly, test its face-piece-to-face seal, wear it in normal air for a long familiarity period and finally wear it in a test atmosphere.

Procedure for testing.

1. Secure a MSA ventilation smoke tube part #5645 and aspirator bulb part #5607.

2. Have employee put respirator on making sure it is fitted properly. Instruct the employee on proper fitting.

3. Ask employee to stand close to an exhaust hood.

4. Tell employee to close his eyes.

5. Break tube at both ends, insert tube in aspirator bulb.

6. Stand back from employee about one foot and gently squeeze smoke at the respirator. If employee can't detect smoke, move closer to the employee and repeat the test.

   If the employee still doesn't detect any smoke, direct the smoke around face seal and filter.

7. Record test results.

   a. Disposable Respirator

      Some odor may penetrate respirator. If employee detects a lot of smoke then refit respirator. If the employee still detects smoke, then he probably cannot wear that respirator and another kind must be tried.