

BISHOP PLANT

ADMINISTRATIVE PROCEDURE

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SECTION VII.

OCCUPATIONAL HEALTH & ENVIRONMENTAL MAINTENANCE

BISHOP NO. VII-6

RESPIRATORY PROTECTION PROGRAM

EFFECTIVE

AUGUST 2, 1982

## POLICY

Employees will wear respiratory protective equipment in designated respiratory use areas, and a proper face seal must be achieved.

All employees exposed to hazardous chemicals, regardless of exposure, will be given instruction in the proper use and care of a respirator and will be fit tested to insure effective use.

## PROCEDURE

### A. Employee Selection for Required Respiratory Program

1. Employees with daily or frequent need for respirator protection in their normal job and those who perform activities listed in attachments 1 and 2 are included in the required respiratory program.
2. The required respiratory program includes training in the proper use and care of a respirator, fit testing to ensure effective use, and a medical assessment to determine if an employee might suffer adverse health effects while using a respirator.
3. Employees who have infrequent need for using a respirator are not included in the required respiratory program. However, these employees will receive training in the proper use and care of a respirator and will be fit tested to ensure effective use.
4. Superintendents will identify employees within the required respiratory program and those who may occasionally wear respiratory protection.

### B. Hazard Assessment

The Plant Industrial Hygienist is responsible for identifying areas in the plant or particular tasks where respirators are necessary to protect the health of employees. The list of potential exposure areas will be reviewed during the month of June each year.

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C. Selection of the Protective Devices

1. The Plant Industrial Hygienist is responsible for respirator selection.
2. The Plant Industrial Hygienist will prepare a list of approved respirators/cartridges for each operating unit.

D. Training

The supervisor will not assign an employee to a job requiring the use of the respirator until the employee has been trained in respirator use.

The S.H.E. Department will instruct employees in the use, maintenance and limitations of respirators and provide each trainee an opportunity to handle the respirator, to have it fitted properly, and to wear a respirator in a test atmosphere.

E. Medical Assessment

A medical assessment will be provided to determine if an employee, required to wear a respirator, will suffer ill-effects while using it.

F. Storage, Inspection, Maintenance and Care

1. Employee responsibility.
  - a. Employees with personally assigned respirators are responsible for the daily care of their respirator:
    - (1) Clean respirator after each use.
    - (2) Replace cartridge or cannister as needed.
    - (3) Place the respirator in sanitary storage.
    - (4) Return respirator to the Safety Warehouse if the employee cannot make proper repair.

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## b. All employees who use a respirator shall:

- (1) Inspect respirator for defects prior to use.
- (2) Check respirator seal, using a negative pressure sealing test, prior to entering contaminated area.
- (3) Use only the specific make and model of respiratory for which the employee obtained a satisfactory fit.
- (4) Work with the S.H.E. Department to obtain a proper fit. This may require that an employee trim or shave facial hair when a respirator cannot be properly fitted.
- (5) Retake respirator fit test when personal physical conditions have changed that may affect respirator seal.

## 2. Supervisor responsibility:

- a. Schedule the training of each employee in the proper use of respiratory protective devices.
- b. Arrange for proper sanitary storage of respirators.
- c. Post barricades to warn of air contamination from leaks or spills.
- d. Monitor each employee's respirator maintenance program to assure proper respirator care and use.
- e. Identify plant operating conditions that may require respiratory protection and notify the plant Industrial Hygienist for assessment.

## SECTION VII

## SAFETY PROCEDURE

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## 3. S.H.E. Department responsibility:

- a. Arrange for a medical evaluation of all employees required to use a respirator.
- b. Provide employee training in the use, maintenance and limitations of respirators.
- c. Provide employees an opportunity to wear a respirator in a test atmosphere to evaluate the respirator fit.
- d. Work with employee to obtain a proper respirator fit.
- e. Repair respirators that cannot be repaired by employee.
- f. Provide inspection, cleaning and maintenance for all emergency respirators.
- g. Maintain records of inspection and repair for all emergency respirators.