

COUNTY OF VENTURA	2012	GENERAL
	EMPLOYEE HEALTH & SAFETY MANUAL	
Originating Agency: GSA	Last Issued Revised	Policy No. 1F
Policy: GSA	4/26/2013	RESPIRATORY PROTECTION PROGRAM
Forms: Periodic Respirator Program Evaluation		

POLICY

The General Services Respiratory Protection Program (RPP) sets forth the policies and procedures implementing the Cal/OSHA Respirator Standard [8 CCR §5144] at this facility. Management is responsible for ensuring the RPP has an approved appropriate budget to meet the RPP needs of the agency/department. Duties of management include implementing the RPP per this policy with guidance from the Program Administrators.

1.0 Qualified Respirator Program Administrator

Fleet Customer Service Supervisor and the Senior Body/Paint Shop Mechanic are designated as the Qualified Respirator Program Administrators. Our administrators' duties are to oversee the respiratory program and make sure it is carried out at the workplace. The administrators will also evaluate the program regularly to make sure procedures are followed, respirator use is monitored and respirators continue to provide adequate protection when job conditions change.

2.0 Respiratory Hazards and Respirator Selection

General Service Agency has selected the following respiratory protection devices for Fleet Services:

- 2.1 Supplied Air One Man Full Head Hood System: To be used inside spray booth for spray paint operations
- 2.2 Disposable Particulate Respirator: To be used for work operations producing only minor nuisance dust levels
- 2.3 Routine Operations and Chemical/Substances

Work Area Operation	Chemical/Substance	PEL/STEL	Supplied Air Respirator
Paint Booth & Paint & Body Shop	Solvent Based Formulations: <i>presently being phasing out</i> Primers, Enamel, Sealers, Binders, Basemakers	Refer to specific MSDS	Ambient

Paint Booth & Paint & Body Shop	Clear & Urethane Hardener Solvent- based <i>presently no water- based alternative is available</i>	Refer to specific MSDS	Ambient
Paint Booth & Paint & Body Shop	Water-Based Formulations Chromate, Lacquer Thinners and Solvent, Activators, Reducers	MSDS Binder & RPP is Maintained in Shop	Ambient

3.0 Medical Evaluations

All employees who are assigned to wear respirators (except for employees who voluntarily use filtering dust masks) shall receive medical evaluation initially upon assignment of the respiratory protection device and annually thereafter or as directed by the Health Care Agency – Employee Health Services (HCA - EHS), physician or other licensed health care professional (PLHCP). Medical evaluations shall be conducted using the following procedures:

- 3.1 Employees will complete a *Respirator Medical Evaluation Questionnaire*. If help is needed, HCA-EHS will be available to assist in completing form.
- 3.2 Employees will schedule appointment with EHS for examinations 654-3813. Completed medical questionnaires are to be brought to appointment.
- 3.3 Periodic medical evaluations will be based on EHS or PLHCP's recommendation or whenever an employee answers any questions 1 through 8 in Section 2 Part A of the *Respirator Medical Evaluation Questionnaire* positively.
- 3.4 "Blue Cards" will be issued by EHS to employees who have a current medical certification and respirator training. "Blue Cards" are active for one year from signature date on the card. The use of respiratory protection is authorized only with the possession of an active medical clearance "Blue Card"

4.0 Fit-Testing

Employees who are assigned to wear loose-fitting positive pressure supplied air hoods are not required to be fit-tested.

5.0 Training

Employees who are assigned to wear respirators shall be provided annual training. This training shall include the following elements:

- Why the respirator is necessary and how improper, usage or maintenance can compromise the protective effect of the respirator;
- The limitations and capabilities of each respirator used;
- How to inspect, don and remove;
- The procedures for maintenance and storage of the respirator;
- Components of the respirator to be used;
- Air supply source and system;
- Recognition of medical signs and symptoms that may limit or prevent the effective use of respirators;
- The general requirements of our department's program and the standard.

This training will be repeated at least annually and will be documented.

Supplemental training will be provided as necessary based on the following factors:

- Changes in the workplace or a new type of respirator;
- Demonstrated inadequacies in an employee's knowledge or use of the respirator; or
- Any other situation in which retraining appears necessary to ensure safe respirator use.

6.0 Cleaning, Storage and Maintenance of Respirators

6.1 Individually Assigned Respirators

GSA will provide supplies and parts necessary to assure proper sanitation and maintenance of any respirator assigned to an individual employee. Employees shall keep their respirators clean and disinfected at all times. Each respirator must be inspected before each use and during cleaning for proper functioning of all parts and components.

6.2 Replacement of Damaged Respirators

Any worn or damage respirator component must be reported to supervisor, discarded and replaced with a new one. Failure to do so may adversely affect respirator performance and may result in sickness or death.

6.3 Storage of Respirators

All respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals, and they shall be packed or stored to prevent deformation.

Air Quality for Air Line Devices

Compressor Systems used to supply breathing air to respirators are constructed and situated as to:

- Prevent entry of contaminated air into the air-supply systems and guarantee clean, breathable, grade D air.
- Minimize moisture content so that the dew point at 1 atmosphere pressure is 10 deg. F (-5.56 deg. C) below the ambient temperature.
- Have suitable in-line air-purifying sorbent beds and filters to further ensure that the quality of breathing air is maintained by following the manufacturer's instructions.
- Have intake filter and exhaust filter changed every 90 to 100 running hours or if pressure drops below recommendations.
- Breathing air couplings are incompatible with outlets for non-respirable worksite air or other gas systems. No asphyxiating substance shall be introduced into breathing air lines.
- Provide a means to assure that carbon monoxide levels in the breathing air do not exceed 10 ppm.
- Are not run without breathing air-line and mask attached causing pump to over heat and shut off.
- Only used with grounded electrical receptacles and connections.

Before start up:

- Unscrew aluminum cup on exhaust filter assembly and check exhaust filter is firmly seated in place, replace cup and tighten firmly.
- Check intake filter is secured to pump housing
- Check pressure gauge for a minimum 9.0 PSA while air is flowing into supplied-air respirator. Pressure relieve valve is factory set to deliver more than the minimum OSHA required 6 CFM.

7.0 Voluntary Respirator Use

Filtering Face Piece Respirator

Employees who use disposable filtering masks in situations that do not otherwise require the use of a respirator are not covered by this program. Employees will be provided with the information found in §5144 Appendix D *Information for employees using respirator when not required under standard.*

All Other Voluntary Users

- Employees are permitted to wear respirators on a voluntary basis when not required by Cal/OSHA or the agency if it is determined that such use will not in itself create a hazard. The decision to provide respirators for voluntary users or allow users to provide their own rests with the department.
- A medical fitness evaluation must be obtained annually. Refer to Section 3.0.
- Employees must follow proper maintenance procedures to ensure respirator is clean, stored and maintained. Refer to Section 6.0.
- Employees will be provided with the information found in §5144 Appendix D *Information for employees using respirator when not required under standard.*

8.0 Providing Respirators and Medical Evaluations at No Cost to the Employee

Employees shall be provided respirators, medical evaluations and other requirements of the respirator standard at no cost to them.

9.0 Periodic Program Evaluation

Periodic evaluation of the respirator program will be conducted. The evaluation shall be conducted by the Respirator Program Administrator(s) and shall consist of:

- A review of the written respiratory protection program to assure that it is up-to-date, effective and is being properly implemented;
- Observation to ensure that employees are using the respirators properly;
- Consultation with an employee representative to assess the employees' views on program effectiveness and to identify any problems;
- Requiring proper respirator use under the workplace conditions the employee encounters; and
- Proper respirator maintenance.

10.0 Record Keeping

Any problems that are identified during this assessment shall be corrected.

A *Periodic Respirator Program Evaluation* shall be used to document the periodic evaluation of the respirator program (APPENDIX).

Records shall be maintained for at least three years thereafter, of compliance with the elements of the standard including medical evaluations, training, periodic evaluation of the respirator program and the program itself.

GRADE D BREATHING AIR SPECIFICATIONS

Compressed breathing air must meet the following specifications for Grade D air (ANSI/CGA G-7.1'97):

- Oxygen (volume/volume) within 19.5-23.5%
- Hydrocarbon (condensed): no more than 5 milligrams per cubic meter of air
- Carbon **monoxide** (CO): no more than 10 parts per million (ppm)
- Carbon **dioxide** (CO₂): no more than 1,000 ppm
- No noticeable odor

§Appendix D to Section 5144: (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designated to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.