



City of St. John's Corporate and Operational Policy

Policy: 03-07-46 Respiratory Protection Policy

Status:

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Index: 03 Human Resources

Section: 07 Health and Safety

Title: 46 Respiratory Protection Policy

Purpose

To identify work environments with potential for exposure to respiratory Hazards and to ensure preventive measures are implemented to reduce the risk of exposure to Employees.

Policy Statement

Background:

The City shall develop a Respiratory Protection Program in accordance with the CSA Standard Z94.4-02 (Selection, Use and Care of Respirators) and CSA Z198-M1978 (Compressed Breathing Air). This Program shall consist of:

- Roles and responsibilities
- Areas of use
- Respiratory selection
- Respiratory training
 - o general knowledge and use;
 - o fit-testing;
- Health surveillance
- Recordkeeping
- Program evaluation

Policy Statement:

- A Respiratory Protection Program shall be developed and implemented

where appropriate.

Responsibilities:

Managers shall:

- Develop the Respiratory Protection Program in accordance with CSA Z94-04.2 and Hazards identified in their Hazard Assessment process.

Supervisors shall:

- Ensure that all appropriate Employees are trained and comply with the Respiratory Protection Program.

Employees shall:

- Comply with all aspects of the Respiratory Protection Program.

Respiratory Program Guidelines:

Managers shall:

- ensure at least one Qualified Person is maintained in their department;
- ensure all tasks and activities which require the use of respiratory protection are identified in the Hazard assessment;
- identify and provide CSA approved respiratory protection to be used.

Supervisors shall:

- ensure training and fit testing have been completed prior to assigning an Employee a task that requires use of a respirator;
- ensure that CSA approved respiratory protection, appropriate to control the identified Hazard, is worn when required;
- ensure completion of refresher training and fit testing every two (2) years.

Employees shall:

- comply with the Respiratory Protection Program;
- perform a negative and positive pressure user seal check every time a respirator is donned;
- notify their Supervisor if there is a change in work process or other factors that may impact on their ability to use a respirator safely;
- participate in medical assessment for respirator use through the City's medical provider;
- remain clean shaven where the face-piece seals to the skin.

Employee Wellness Division should:

- maintain health surveillance records for the Respiratory Protection Program.

Employee Development Division shall:

- coordinate respiratory training for all appropriate Employees;
- maintain Employee records of the type of respirator selected and fit test results.

General Knowledge and Use

All applicable Employees shall have an understanding of the Respiratory Protection Program, including:

- respiratory Hazards, their health affects and control measures;
- rationale for the selected respirator;
- procedures to follow in case of an emergency;
- cleaning of respirator;
 - o clean and sanitize as per manufacture's instructions.
- inspection of respirator;
 - o inspect all respirator components before and after each use;
 - o inspect for defects and deficiencies;
 - o report defects to Supervisor.
- storage of respirator;
 - o store to protect them from against dust, ozone, sunlight, heat, extreme cold, moisture, chemicals, oils and other potential Hazards.

Respirator Fit-Testing:

A respirator fit test is to be carried out:

- prior to initial use;
- at least every two years;
- whenever there is a change in the respirator face piece;
- whenever changes to the user's physical condition could affect the fit.

Also:

- under no circumstance shall a person use a respirator until a fit-test has been completed;
- the person undergoing the fit-test must be clean-shaven;
- if other PPE is required to be worn then they should be worn during fit-testing.

Health Surveillance:

- documentation must be completed that confirms that the individual is free from any physiological or psychological condition that may preclude him or her from using the assigned respirator;
- if there are concerns regarding an Employees use of a respirator then an opinion from a health care professional shall be obtained;
- all health information shall be treated as medically confidential.

Record Keeping:

The Employee Development Division will keep records of all respiratory protection program activities. This will include:

- training;
- selection of the appropriate respirator;
- respiratory fit-testing;
 - o Employee name;
 - o date of test;

- o make, model and size of respirator;
- o type of fit-test and test agent used;
- o results of fit-test;
- o name of the person conducting the fit-test.

Application

Responsibilities

All employees

Definitions

References/Appendix

Monitoring and Contravention

Approvals

Finance and Administration Standing Committee report - October 28, 2009; Regular Meeting of Council - November 9, 2009.

Review Period

Available to Public

- ☒ Yes
- ☐ No