UNGER
CONSTRUCTION CO.

Proof of Training

Print name: _____Signature: _____ Date: _____

Respiratory Protection Program - Respirators and Dust/Particle Masks – Revised June 2017

Purpose

To establish safe work practices for respirators, dust and particle masks.

Scope

This program applies to all employees and subcontractors who are required to wear respirators during normal work operations and emergency operations. In addition this policy applies to any worker who voluntarily wears a respirator when one is not required. This policy is closely linked to our Silica/Respirable Dust policy and our Confined Space policy.

Goal

The goal of this RPP is to prevent excessive exposure to one or more of the following contaminants: occupational dusts, fumes, mists, gases and vapors.

Where feasible, exposure to contaminants will be eliminated by engineering controls. When effective engineering controls are not feasible, use of administrative controls such as limiting worker access to exposure areas or dividing job functions among several workers will be evaluated. Personal Protective Equipment (PPE) such as respiratory protective equipment shall be required when engineering and administrative controls are not feasible.

Responsibilities

Management (Board of Directors and Project Managers)

Management is responsible for ensuring that the materials (e.g., tools, equipment, personal protective equipment) and other resources (i.e., worker training materials) required to fully implement and maintain this program are readily available where and when they are required. Additionally, management will monitor the effectiveness of the program, provide technical assistance as needed, and review the program bi-annually.

Program Manager

Dave Simpson is responsible for the development, documentation, training and administration of the program. This position carries the responsibility of insuring this program is adhered to and that proper reporting is executed.

Supervisors (Superintendents and Foreman)

Supervisors are responsible for determining what specific applications require use of respiratory equipment. Supervisors are responsible for ensuring that a task specific job hazard analysis (JHA), also known as a safe work plan, is developed. The JHA will select, implement and document the appropriate site-specific control measures as defined within this policy. Supervisors will direct the work in a manner that ensures the risk to workers is minimized, adequately controlled and that practices defined by this policy will be followed. Supervisors are responsible for ensuring Unger Construction employees and subcontractors are following expectations. Supervisors will be held accountable for enforcing the requirements of this program. Undesirable behavior will not resolve itself, therefore supervisors must be directly involved with modifying behaviors inconsistent with program expectations. Supervisors will be held accountable for enforcing Unger Construction's disciplinary program.

Workers (Employees and Subcontractors)

Unger Construction has high expectations and requires safety excellence for each employee, crew, project and for our entire company. Workers are required to follow the minimum procedures outlined in this program. Workers are responsible for knowing the hazards and the control measures established in the JHA. Workers are responsible for using the assigned PPE in an effective and safe manner. Workers are responsible for stopping unsafe acts and correcting unsafe conditions on the spot as soon as they are discovered. Any deviations from this program must be immediately brought to the attention of your supervisor. Workers that choose to conduct themselves in a manner that is inconsistent with these expectations will be held accountable for those decisions and may incur disciplinary actions.

Hazardous Material Survey

Unger Construction requires hazardous materials surveys before demolition or renovation work begins. The survey shall include all of the following: A visual inspection of a facility or a portion thereof for suspect materials, sampling and laboratory analysis of any suspect materials found for the presence of asbestos. The hazardous materials survey will also furnish a written report that includes: a description of the area(s) visually inspected, a detailed description of any suspect material sampled, the results of any laboratory analysis of suspect materials, the method of analysis, and the total amount of asbestos containing material. Typically a floor or roof plan is included with the report to reference the written information visually.

The person conducting the survey must be certified pursuant to OSHA and/or EPA regulations. The survey may be performed by a certified Site Surveillance Technician (SST) under the supervision of a licensed consultant. Note: The survey needs to be kept in a project file so that it can be accessed when working on future projects.

If lead or asbestos have been confirmed to be present employees and subcontractors must follow Unger Constructions Lead and/or Asbestos program. If hazards such as asbestos or lead will be disturbed during remediation, a properly licensed professional must perform the work and follow appropriate regulations.

Job Hazard Assessment (Safe Work Plan)

Unger Construction utilizes JHA's as our means of hazard assessment and establishing a safe work plan. JHA's are performed by supervisors and/or workers. Our library of hazard assessments is maintained on the "S" drive. Before beginning a new task refer to the JHA library, generally speaking all scopes of our work are covered. For situations that have not yet been covered select one that is substantially similar and use it as a baseline. JHA's on the "S" drive are organized by work area and job description. JHA's include strategies for elimination, substitution, engineering and administrative controls. After applying all appropriate reduction and elimination technique, the remaining hazards will be analyzed and the proper PPE to reduce the hazards will be selected. PPE will be identified for hazards that are in the process of being reduced or eliminated and/or when hazard-reduction efforts are not 100% effective in eliminating the hazards.

For complex or moderate to high hazard tasks, tasks where an additional level of safety planning is needed, the safety director will perform the JHA with the supervisor and workers.

Training

Respiratory protection training is required prior to initial assignment and annually thereafter. Each worker, upon assignment to an area requiring respirators, must be instructed on their responsibilities and the proper use, limitations, and care of their respirator. Before any worker is allowed to perform work in areas requiring respirator, they must first receive training.

The training will include the following subjects: When it is necessary to wear a respirator, What respirator is necessary, How to properly put on, take off, adjust and wear respirators, The limitations of the respirator, The proper care, maintenance, useful life and disposal of respirator. Each worker must demonstrate an understanding of the required training, and the ability to use respirators properly, before being allowed to perform work requiring the use of respirators.

Proof of training is available on the "S" drive. The training data base can be sorted by worker name or by subject. This ensures supervisors and workers are able to confirm they have the necessary training and if they don't which workers do. Workers that need training should contact their project manager or superintendent to make arrangements for them to be trained.

Retraining

The need for retraining will be indicated when: An worker's work habits or knowledge indicate a lack of necessary understanding, motivation or skills required to properly use respirators, New equipment is installed that requires new or different respirator, Changes in the workplace make previous training obsolete, Changes in the types of respirator to be used make previous training obsolete or Upon a supervisor request.

Overview

Respirators are an effective method of protection against designated hazards when properly selected and worn. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designated to protect against.

Respirators will be used in combination with engineering controls and administrative controls. Respirators will not be the first line of defense.

The use of respirators will not be allowed unless all the requirements in this policy have been met.

The first step in determining if a respirator is necessary is to determine the potential hazard. Hazards can be evaluated by reviewing the safety data sheet, air monitoring data or Table 1 in the Silica Dust policy. SDS sheets provide the permissible exposure limit (PEL) or Immediately Dangerous to Life or Health (IDLH) condition information you will need to make the proper selection of a respirator. Unger Construction employees and subcontractors will not be allowed to wear respirators in environments that are immediately dangerous to life or health (IDLH). Ventilation or other means are required to reduce the area below the IDLH.

The second step is to determine the level of protection needed, respirators have specific functions and limitations. Respirators have an assigned protection factor (APF) that ranges from 10 – 10,000. The APF relates to the PEL. A respirator with an APF of 10 can be used in environments where the actual exposure to airborne contaminants is 10 times the PEL. In essence the respirator reduces the workers exposure a factor of 10 by means of filtration. With that said the respirator would not be effective in reducing the airborne contaminants to a safe level if the actual exposure potential was more than 10 times the PEL. Respirators that use a filter media will have specific functions designed for specific air contaminants. For example a respirator designed to protect from exposure to solvent fumes will not offer protection for particulate.

The third step is to choose a type of respirator. When choosing a respirator you must also consider compatibility with other required protective equipment such as safety glasses and hard hats. Half face respirators may compete for space on the same part of the face (bridge of nose) so it is vital to select PPE that fits together without causing leakage around the respirator edges or loss of eye protection. Comfort is also an important consideration.

In order to wear a respirator you will need a medical evaluation which includes a physical examination and a pulmonary function test. The medical evaluation shall be conducted prior to fit testing. The medical evaluation will be conducted during normal business hours. The medical evaluation is confidential; employees will be able to discuss their results with the physician or licensed health care provider. In order to wear a respirator you will need to be in possession of a current medical clearance certification. This certification is valid for one year from the date of issue.

In addition to the medical evaluation you will also need to have a fit test (quantitative/qualitative). Faces come in all shapes and sizes, you may need to try on a variety of models and sizes to find a properly fitting respirator. The purpose of the fit test is to ensure the respirator fits and properly seals to your face. The fit test is valid for one year from the date of issue.

The next required element is training. You will be trained in the use of the respiratory equipment that has been issued to you, the limits of the particular style of respirator, cleaning, inspection, storage and maintenance requirements for the respirator.

The medical evaluation and fit testing are annual requirements and will expire one year from the date of issue. When your medical evaluation and fit testing has expired you are no longer allowed to wear a respirator. In order to wear a respirator you will need to retake the medical evaluation and conduct a fit test.

It is your responsibility to use the respiratory equipment as trained and immediately report any problems, defects, or difficulties to your Supervisor.

Dust Masks

Workers may elect to wear a one strap dust mask to control nuisance particulates. One strap dust masks are not considered respirators; therefore they do not require fit testing or medical evaluation. These dust masks are not intended for or approved for use in a hazardous environment. Dust masks have limitations and conditions for their use. They shall be used by workers primarily for nose and mouth protection, not used for any other purpose, and disposed of after each use.

Two strap devices are filtering face pieces and are considered respirators therefore wearers of two strap devices must follow all of the requirements specified within the respiratory protection program; annual fit testing, annual medical evaluation and training on the limitations of the respirator.

Respirator Selection

The safety director will select and approve which respirators and cartridges are to be used. Outside consultation, manufacturer's assistance and other recognized authorities will be consulted if there is any doubt regarding proper selection and use.

Only NIOSH approved respirators, filters, cartridges and canisters are approved for use. The NIOSH label shall be readable and not defaced. If the label is not readable discard the respirator component and replace it with a new one.

Workers shall be allowed to choose the most comfortable respirator from a selection including at least three (3) sizes from at least two (2) manufacturers. These examples shall be made available by contacting a safety supply vendor.

In selecting a comfortable respirator, the following points shall be considered: 1) position of the mask on the nose; 2) room for eyeglasses; 3) room to talk; and 4) position of the mask on face and cheeks.

Respirators will be provided at no cost to the worker. Replacement respirators, cartridges, pre-filters and retainers will be made available as required.

Respirators are available in a ranges of types, each type has advantages and limitations. The lowest level of protection is a two strap face filtering respirator, these respirators shall be disposed of after each use. The next level of protection is provided by a half-mask respirator they offer protection of the nose and mouth. These units typically have an APF of 10, they are reusable and have maintenance, cleaning

requirements. The next level of protection is provide by a full face respirator. In addition to the nose, mouth these units protect the eyes as well. These units typically have an APF of 10, they are reusable and have maintenance, cleaning requirements. The next level of protection is a positive pressure respirator. These units have the same protection as a full face respirator with one added feature, the breathing zone is pressurized. Positive pressure respirators can either be powered air (using a battery powered blower to pull air through a filter) or from a pure breathing air source (like a self-contained breathing apparatus) what the fire services wear. Positive pressure respirator come in tight- fitting face pieces or loose fitting face pieces. These units typically have an APF of 25, they are reusable and have maintenance, cleaning requirements. Unger Construction prefers to use loose fitting positive pressure respirators. These respirators won't fog and can be worn with limited facial hair. SCBA's have n APF of 10,000 which is why the fire services choose to use them.

Two strap respirator

Half-face respirator

Full – face respirator

Loose fitting powered air purifying respirator

Medical Evaluation

The medical exam will consist of a medical questionnaire, physical examination, pulmonary function and spirometry function test. The medical examination will include a judgment by the medical examiner of the ability of each worker examined to use respiratory equipment. The exams may include blood pressure and blood monitoring to determine the presence/absence of selected hazardous substances, such as lead.

Workers will not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work and use the equipment. The medical examiner will determine what health and physical conditions are pertinent. The respirator user's medical status will be reviewed annually.

Filtering face pieces commonly referred to as one strap dust masks are not respirators and therefore are not subject to the medical evaluation, cleaning, storage and maintenance provisions of this program.

Worker Fit Testing

Workers will be given the opportunity to try on several respirators to determine whether the respirator they will subsequently be wearing is the best fitting one. Workers required to wear a respirator must be fitted properly and tested for a face seal prior to use of the respirator. Respirators should not be worn when conditions prevent a good face seal. Such conditions may be a growth of beard, sideburns, and a skull cap that protrudes under the face piece seal.

Workers who wear respirators with tight fitting face seals (half-face, full face) are not allowed facial hair that interferes with the seal. There are no exceptions to this rule.

For workers that wear dentures the absence of one or both dentures can seriously affect the fit of a face piece.

Proper fit shall be confirmed by qualitative fit testing via "irritant fume". This qualitative fit test shall be applied as follows:

1) A ventilation smoke tube containing stannic oxychloride or equivalent shall be used.
2) The worker shall be allowed to smell a weak concentration of the irritant smoke before being tested in order to become familiar with its odor
3) The worker will be instructed that the smoke can be irritating to the eyes, and to keep his/her eyes closed while the test is being performed
4) The worker shall don the respirator and adjust the fit
5) The test conductor shall direct a stream of irritant smoke towards the worker, beginning at least one (1) foot away and moving to within one (1) inch, moving around the face seal area of the respirator
6) The worker shall perform several exercises while the fit is being tested including turning the head from side to side, talking, grimacing, bending over and breathing deeply.
7) The worker shall be challenged with the smoke once the respirator is removed to see if a response is generated; if the worker is not sensitive to the smoke, the test is voided.
8) The test area shall be well ventilated so that the irritating smoke will be removed.

If an worker cannot obtain an adequate fit or face seal with any negative pressure respirator, a powered air purifying or may be required.

Pre-use Inspection

Sealing surfaces, straps, cartridges and the general condition of the respirator shall be inspected and proven to be in good condition before donning the respirator. Once the respirator is donned a seal check shall be performed. The seal check shall consist of a "positive" and a "negative" fit test.

To perform the "negative" fit test, the worker will place their hands over the openings of the purifying cartridges of the respirator, inhale, and hold their breath for about five (5) seconds. If the face piece collapses slightly and no air leaks between the face piece and the face are detected, a good fit has been obtained.

To perform the "positive" fit test, the worker will place their hand over the exhalation valve guard and simultaneously exhale. If the face piece bulges slightly and no air leaks between the face piece and the face are detected, a tight fit has been obtained.

If air leakage is detected during the "negative" or "positive" fit test, the strap tension and placement of the respirator on the face should be checked and adjusted until a successful test is obtained.

When checking fit, the overall effectiveness shall be checked by self-observation in a mirror, the following points shall be considered:

1) Chin properly placed in respirator;
2) Adequate strap tension, but not overly tightened;
3) Snug fit around the bridge of the nose;
4) Respirator of proper span distance from nose to chin;
5) Tendency of respirator to slip.

During Use

Respirators can suffer failure while they are being worn. The common failure mechanisms are break through (torn or saturated filter) and resistance (plugged filter), both are considered serious conditions and require immediate action on the part of the worker. Break through is a sudden or gradual increase in an unfamiliar odor. Change in resistance is indicated when it suddenly or gradually becomes harder to breathe. If either of the conditions become present stop work immediately, get clear of the area requiring respirators and report the incident to your supervisor.

Respirator Inspection and Maintenance

The following points should be considered for respirator inspection and maintenance:

Daily Inspection: The wearer of a respirator will inspect it daily whenever it is in use. And conduct a "positive" and a "negative" fit test after donning the respirator as described above to ensure a good fit.

Periodic Inspection: Supervisors shall periodically spot check respirators for fit, usage and condition. Respirators used routinely will be inspected during cleaning. Worn or deteriorated parts will be replaced.

Cleaning: Respirators will be cleaned on a daily basis according to the manufacturer's instructions by the assigned worker.

Storage: Respirators will be stored in a suitable container away from areas of contamination.

Single User: Whenever feasible, respirators will be marked or stored in such a manner to assure that they are worn only by the assigned worker. If use by more than one worker is required, the respirator will be cleaned between uses.

Management Surveillance: Appropriate surveillance of work area conditions and degree of worker exposure or stress will be maintained. There will be regular inspections and evaluations to determine the continued effectiveness of the program. The safety director will make frequent inspections of all areas where respirators are used to ensure compliance.

Storage

Respirators shall be stored in a manner which protects them from dust, sunlight, heat, excessive cold or moisture and damaging chemicals. Respirators shall be stored properly in a manner which prevents them from deforming. Storage in tool boxes is permitted only if the respirator is in a carrying case or protective container.

Cleaning and Disinfecting

Respirators shall be cleaned and disinfected after each use when different people use the same device, or as frequently as necessary for devices issued to individual users.

Cartridge Change Out

Cartridges have a live expectancy which is determined by the manufacturer. For units that have a recommended replacement interval the historical usage records shall be kept on the cartridge itself. For example a sticker or piece of tape indication the number of hours used to date.

Some cartridges have an expiration based on the number of months since the cartridge was removed from its original container. For these types of cartridges the expiration date shall be identify on the cartridge itself by sticker or tape. Make certain the sticker or tape is placed in a location that does not inhibit the cartridge in any manner.

Cartridges must be changed/exchanged outside of the affected area.

Work Area and Personal Monitoring

When workers could potentially be exposed to harmful fumes, vapors or gases an air monitoring survey will be performed. The results of the survey will determine if you will need respiratory protection. In some situations Unger Construction will choose to wear the respirator and forego the testing.

Measurements/data shall be reviewed at the completion of the sampling to ensure that the selected respirators are correct and provide adequate protection against detected hazards. Work area and personnel monitoring will be performed on a periodic basis to ensure that adequate protection is being provided to workers.

With respect to potential silica dust exposure OSHA has developed 3 options to demonstrate compliance with the silica regulation.

1) Silica Dust Table 1 is a table of pre-defined applications and approved control solution.
2) Performance/Objective data proving the control method used reduces dust exposure below 50 micrograms per cubic meter per 8 hour time weighted average. The data can be compiled from exposure data, data generated by a third party or a tool manufacturer.
3) Scheduled monitoring program to ensure employees are not exposed to applications exceeding 50 micrograms per cubic meter. For tasks above the action level of 25 micrograms per cubic meter yet below 50 micrograms per cubic meter the test must be repeated within 3 months. For tasks below the action level a repeat test must be conducted more than 7 days from the initial test but less than 6 months. When two consecutive test indicate results below the action level no further data needs to be collected.

With respect to wearing a respirator in a confined space refer to our confined space policy. An excerpt is included below.

Unger Construction utilizes a 4:1 air sampling/monitor tool to test for atmospheric concentration of any substance with an acutely toxic effect above the (PEL), and any other atmospheric condition that is (IDLH). All 4:1 air sampling/monitors must be capable of detecting the atmospheres identified to be present in the space, be calibrated according to manufacturer's recommendations, and be maintained according to manufacturer's recommendations. Prior to entering any potentially hazardous work area an air quality sample must be taken and recorded. This is typically performed using a 4:1 air sampling/monitoring tool. The air sampling/monitoring tool must be "bump tested" with a 4:1 calibration gas before each entry to confirm the air sampling unit is functioning correctly. All entrants should witness the bump test before entering the work area.

The initial work area profile shall test at various levels (top, middle and bottom of the area). After profiling the atmospheric volume of the work area the 4:1 monitor shall be placed in the position that will provide the earliest means of warning to employees. For example in work areas where exhaust fumes, that are heavier than air, could drift into and settle in the work area the 4:1 monitor shall be positioned near the workers breathing zone. For fumes that are lighter than air the 4:1 monitor shall be positioned above the workers breathing zone.

Continuous monitoring is recommended throughout the course of the work. Results must be recorded before workers enter the area to begin work and periodic tests must be recorded at least every hour.

Voluntary Use of Respirators

Even though the air monitoring data has determined the exposure level to be below OSHA's permissible exposure limit Unger Construction recognizes that some workers will elect to wear a respirator to achieve an additional level of comfort and protection. These situations are called Voluntary Use. Unger Construction will provide respirators for voluntary use however if Unger Construction provides the respirator the wearer must have a current Medical evaluation, fit test and respirator specific training. No different that the regulatory requirements for respirators. If you provide your own respirator, you and Unger Control Construction will fall under OSHA's Voluntary Use program which itself has regulatory requirements that must be followed. Workers providing their own respirators need to realize that if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker.

<u>In order to Voluntarily Use the respirator you shall:</u>

Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations. Choose respirators certified for use to protect against the contaminant of concern. 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. 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.
Keep track of your respirator so that you do no mistakenly use someone else's respirator, fit and seal of someone else's respirator could vary dramatically. Complete and submit the Appendix "D" document to the safety director.

APPENDIX A
Respiratory Protection Program Evaluation Checklist

In general, the RPP should be evaluated for each job or at least annually, with program adjustments as appropriate made to reflect evaluation results. Program function can be separated into administration and operation.

Program Administration

1. Is there a written policy which acknowledges employer responsibility for providing a safe and healthful workplace, and assigns program responsibility, accountability and authority?
2. Is program responsibility vested in one individual who is knowledgeable and who can coordinate all aspects of the program at the jobsite?
3. Can feasible engineering controls or work practices eliminate the need for respirators?
4. Are there written procedures/statements covering the various aspects of the respirator program? Procedures/statements to be included are:

Designation of an Administrator

- Respirator selection
- Purchase of NIOSH certified equipment
- Medical aspects of respirator usage
- Issuance of equipment
- Fitting
- Training
- Maintenance, storage and repair
- Inspection
- Use under special conditions
- Work area surveillance

Respiratory Protective Equipment Selection

- Are work area conditions and worker exposures properly surveyed?
- Are respirators selected on the basis of hazards to which the worker is exposed?
- Are selections made by individuals knowledgeable of proper selection procedures?
- Are only certified respirators purchased and used? Do they provide adequate protection for the specific hazard(s) and concentration of the contaminant(s)?
- Has a medical evaluation of the prospective user been made to determine physical and psychological ability to wear the selected respiratory protective equipment?
- Where practical, have respirators been issued to the users for their exclusive use? Are there records covering issuance?

Respiratory Protective Equipment Fitting

- Are the users given the opportunity to try on several respirators to determine whether the respirator they will subsequently be wearing is the best fitting one?
- Is the fit tested at appropriate intervals?
- Are those users who require corrective lenses properly fitted?
- Are users prohibited from wearing contact lenses when using respirators?
- Is the face piece-to-face seal tested in a "test atmosphere"?

- Are workers prohibited from wearing respirators in contaminated work areas when they have facial hair or other characteristics which may cause face seal leakage?

Respirator Use in the Work Area

- Are respirators being worn correctly (i.e., head covering over respirator straps)?
- Are workers keeping respirators on at all times while in the work area?
- Maintenance of Respiratory Protective Equipment

Cleaning and Disinfecting

- Are respirators cleaned and disinfected after each use when different people use the same device, or as frequently as necessary for devices issued to individual users?
- Are proper methods of cleaning and disinfecting utilized?

Storage

- Are respirators stored in a manner which protects them from dust, sunlight, heat, excessive cold or moisture and damaging chemicals?
- Are respirators stored properly in a storage facility which prevents them from deforming?
- Is storage in lockers and tool boxes permitted only if the respirator is in a carrying case or carton?

Inspection

- Are respirators inspected before and after each use and during cleaning?
- Are qualified individuals/users instructed in inspection techniques?
- Is respiratory protective equipment designated as "For Emergency Use" inspected at least monthly? (in addition to after each use?)
- Are self-contained breathing apparatus (SCBA) incorporating breathing gas containers inspected weekly for breathing gas pressure?
- Is a record kept of the inspection of "For Emergency Use" respiratory protective equipment?

Repair

- Are replacement parts used in repair those of the manufacturer of the respirator?
- Are repairs made by manufacturers or manufacturer-trained individuals?

Special Use Conditions

- Is a procedure developed for respiratory protective equipment usage in atmospheres immediately dangerous to life or health?
- Is a procedure developed for equipment usage for entry into confined spaces?

Training

- Are users trained in proper respirator use, cleaning and inspection?
- Are users trained in the basis for selection of respirators?
- Are users evaluated using competency-based evaluation before and after training?

VOLUNTARY USE OF FILTERING FACEPIECE RESPIRATORS Appendix D
Review each of the following points with the employee (have employee initial)

Filtering Face piece Respirators (also called dust masks) are considered true respirators according to OSHA. N95 refers to the NIOSH certification of the filter media that comprises the face piece. N means that it is not oil resistant and 95 refers to it being 95% effective at filtering particles at the 0.3 micron level. N95 is the most common type of filtering face piece respirator. Other NIOSH-certified filtering face piece respirators include R95, P95, N100 and P100. Initial _____

Voluntary use is defined as use for employee comfort purposes only. No hazard exists that requires use of a respirator and the use of the respirator does not produce any additional hazard. The only acceptable respirator for voluntary use is the filtering face piece respirator. Use of any other type of respirator, for example, a ½ face elastomeric respirator with cartridges requires full compliance with the Respirator Policy. Initial _____

Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed 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. Keep track of your respirator so that you do not mistakenly use someone else's respirator. Initial _____

Inspect respirators prior to use, including new units out of the box. Check for rips and tears. Make sure straps are securely attached, nose piece is attached properly, and that no obvious defects exist. Initial _____

Beards and other facial hair negate the effectiveness of the respirator because they prevent an adequate seal between the respirator and the face. Skin afflictions, such as dermatitis, or scars, could affect the ability to produce a seal.

User seal checks confirm that an adequate seal with the face is achieved when the mask is applied. User seal checks should be done every time the mask is put on and every time it is re-adjusted on the face. Initial _____

Filtering face piece respirators are only useful for protection against particulates. They are not to be used in oxygen-deficient atmospheres or atmospheres that contain hazards that are immediately dangerous to life and health (IDLH). Odors will still be noted when using the respirator because it does not filter out gases or vapors. The respirator will not provide adequate protection if a good seal with the face is not achieved. Initial _____

Filtering Face piece Respirators are considered disposable PPE. They cannot be cleaned, especially when they become wet or soiled. They cannot be shared with other employees. Initial _____

Print Employee Name: _____ Employee Signature: _____

Trainers Name: _____ Trainers Signature: _____

Date: _____