

	<b>The Respiratory Protection Program</b>	Effective:	2/24/06
		Originator	Dr. James Q. Robinson
		Last Updated:	2/24/06
		Updated by:	Dr. James Q. Robinson

**1. Purpose:**

The purpose of this policy is to ensure that the respiratory health of Ross University employees is protected while on the job.

**2. Scope:**

This document applies to all Ross University faculty, staff and students.

**3. Procedure:**

Ross University has three approaches to achieving respiratory protection. The first method of protection is local engineering controls such as fume hoods or local exhaust systems - the most effective and efficient means of protecting employees from on-site breathing hazards. Secondly, Ross University Safety & Security Department recommends administrative controls: these include substituting less toxic materials if possible, reassessing the task to see if exposure can be minimized or eliminated, and the possibility of job rotation to reduce the exposure of any one person to acceptable levels. Third, when the first two methods are not feasible, not yet in place, or cannot provide adequate protection, respiratory protection equipment is recommended.

Only those employees who have been designated by their supervisor as required to use respiratory protection equipment, and who have been medically approved, properly fitted, and trained are authorized to use such equipment.

A properly fitted respirator can help protect you. Face shape, facial hair, eyeglasses, missing dentures, and certain skin conditions can all affect respirator fit. Choosing a respirator that both fits properly and provides the protection required for a specific type of contaminant is essential. Each employee who is required to use respiratory protection equipment must be quantitatively fit tested before any equipment can be issued. Ross University Safety & Security Department provides fit testing and training, and maintains all records related to the program.

**Procedures For Obtaining Respiratory Protection Equipment**

When it is clearly impractical to remove harmful dusts, fumes, mists, vapors, or gases at their source and the employee may be exposed to levels at or above Permissible Exposure Limits (PELs), the employee must be enrolled and participate in the Respiratory Protection Program. Respiratory protection should only be used when other control measures (i.e., engineering controls, procedures, etc.) are not feasible or

adequate to reduce exposures to acceptable levels. Elements of the respirator protection program include:

- Medical History Questionnaire and Pulmonary Function Test - Upon referral from

Ross University Safety & Security Department, the employee is responsible for setting an appointment with the Nurses' Office for a pulmonary function test. At that time the employee will be asked to fill out a Medical History Questionnaire Form. Once the employee has received clearance from the Nurses' Office, respirator fit testing and training will be conducted.

- Respiratory Protection Training - The purpose of this training is to inform the user of the limitations, use, and care of the respirator. Anyone requiring a respirator, including all single use disposable respirators must be informed of the limitations of the masks.

Ross University Human Resources Department will maintain current records of respiratory training on file for at least ten years.

- Respirator Fit Testing - Ross University Safety & Security Department will conduct a quantitative fit test when all the above elements are met. A respirator that provides the best comfort and protection will be issued. Upon completion of these three requirements, a respirator, cartridges, respirator test report, and a Ross University Safety & Security Department Recharge Form will be submitted.
- Ross University Safety & Security Department will notify the employee and the employee's supervisor when the respirator cartridge is due for replacement and replace the cartridge and submit a new Ross University Safety & Security Department Recharge Form
- Respirator User's Responsibilities
  - Update your respirator qualification status annually
  - Reschedule for a future date if scheduled appointments cannot be made.
  - Follow the manufacturer's instruction on use, limitations, maintenance, cleaning, and storage of the respirator.
  - Respirators must be returned to Ross University Safety & Security Department when employment at Ross University is terminated or when the respirator is no longer needed.