

## **Respiratory Protection Plan**

### **I. Overview**

- A.** Some tasks assigned to Monroe One BOCES employees may have potential for exposure to harmful air contaminants. Keeping air contaminate exposure below the permissible exposure limit (PEL) is the responsibility of all staff. All staff are charged to:
  - 1. Use administrative controls such as substituting a less toxic material in order to reduce exposures below the PEL.
  - 2. Use engineering controls such as proper ventilation to eliminate or reduce exposures to a safe level.
  - 3. Use filtering face pieces (dust masks) or respirators as a last resort, when it is not feasible to use administrative or engineering controls.
  - 4. Follow the procedures and requirements of this plan when respirator use is required.
- B.** This Respiratory Protection Plan intends to:
  - 1. Detail requirements for employees who are required to wear respirators as part of their Monroe One BOCES work assignments.
  - 2. Note requirements for employees who wish to voluntarily use dust masks.
  - 3. Define responsibilities for respirator use.
- C.** This Plan is readily available to employees. It is posted on the Monroe One BOCES website, under the Notices & Procedures Directory, Health & Safety: Written Plans and Information.

### **II. Respiratory Protection Requirements** are documented by Employee Classification of the Personal Protection Equipment Assessment and Selection. These employees are required to wear respirators during normal work operations or non-routine operations such as spill cleanup or emergency operations. Those with a need for respiratory protection are:

- A. Maintenance Mechanics** required to perform tasks such as cleaning cooling tower parts, changing HVAC filters, and small scale repairs of asbestos containing building materials such as a cracked floor tile. They also use powered tools that may create dust, including wood sawdust and cement dust. Their PPE chart calls for wearing a filtering face piece for air filter replacements, using powered hand tools that produce dust, carpentry work and saw dust removal from dust collectors. Further, N-95 mask is required for dry cement work, a P100 HEPA filter respirator for cleaning bird waste and for small scale asbestos repairs, and painting or staining may require respiratory protection based on the recommendation of the product's Safety Data Sheet.
- B. Grounds Equipment Operators** are required to use N-95 filtering face mask (dust mask) if working with dry cement and painting or staining may require respiratory protection based on the recommendation of the product's Safety Data Sheet.
- C. Technology Teachers** are required a variety of respiratory protection such as full face respirators when working with auto finishing products, N-95 mask when working with dry

cement and a filtering face mask (dust mask) when cleaning saw dust or using power hand tools that produce dust. Painting or staining or other chemical product use may require respiratory protection based on the recommendation of the product's Safety Data Sheet.

### III. Voluntary Use of Respirator Protection

- A. Voluntary use of respirators must be authorized by the employee's Program Administrator on a case-by-case basis.
- B. Voluntary use is considered when there is not an atmospheric hazard present that would require respiratory protection and when Monroe One BOCES has not required respirator use. If either condition exists then the use is not considered to be voluntary.
- C. Those employees who are approved to voluntarily wear a filtering face piece (dust mask), half-face or full face respirator must comply with the procedures for medical evaluation, respirator use, cleaning, maintenance and storage outlined within this plan.
- D. Employees using respirators voluntarily must have signed Information for Employees Using Respirators When Not Required, Under OSHA Standard Appendix D to Sec. 1910.134 (Mandatory) Information. This form is posted on the Monroe One BOCES website, under the Notices & Procedures Directory, Health & Safety: Written Plans and Information, Respiratory Protection.

### IV. Responsibilities within Monroe One BOCES

- A. **The District Superintendent** has the ultimate responsibility to ensure institution wide compliance with Health & Safety Plans and therefore requires:
  - 1. Gathering data to assess if there are routine tasks that require respiratory protection.
  - 2. Maintenance of exposure records, including medical records, for the duration of an employee's employment plus thirty years.
  - 3. Employee access to all records regarding hazardous exposure, which shall be provided through the Monroe One BOCES intranet <http://www.monroe.edu/documents.cfm>.
- B. **Program Administrators** are responsible to:
  - 1. Support identification of tasks requiring respiratory protection.
  - 2. Encourage the adoptions of administrative controls as the first choice, engineering controls as the second choice and the use of respirators as the last choice in response to respiratory hazards.
  - 3. Approve and fund proper respiratory protection options.
  - 4. Approve and fund medical evaluations, annual fit tests, and training.
  - 5. Maintain records required by this plan, a task which may be delegated within the Program Administrators office staff.
- C. **Managers, Supervisors, and Faculty** are responsible to:
  - 1. Know which work areas, processes or tasks within their program that require employees to wear respirators.
  - 2. Monitor work areas for new tasks which may require evaluation for respiratory hazard.

3. Monitor tasks which require a respirator for additional physiological burden on the employee.
  4. Know which tasks require the use of respiratory protection.
  5. Complete the Supplemental Information to the Medical Evaluation Questionnaire, posted on the Monroe One BOCES website, under the Notices & Procedures Directory, Health & Safety: Written Plans and Information, Respiratory Protection Plan.
  6. Ensure employees under their supervision, who are required to wear a respirator, have:
    - a. Completed the Medical Evaluation for Respirator Use form, posted on the Monroe One BOCES website, under the Notices & Procedures Directory, Health & Safety: Written Plans and Information, Respiratory Protection Plan
    - b. Completed the Employees Using Respirators When Not Required form, also posted on the Monroe One BOCES website, under the Notices & Procedures Directory, Health & Safety: Written Plans and Information, Respiratory Protection Plan
    - c. Receive an appropriate medical evaluation.
    - d. Complete an annual fit testing
    - e. Complete training on the proper use, cleaning, maintenance and storage of the respirators they will be expected to use.
  7. Order and maintain an adequate inventory of proper respiratory protection supplies and equipment.
  8. Enforce the use of respiratory protection.
  9. Enforce the proper cleaning, maintenance and storage of respiratory protection equipment and supplies.
  10. Schedule Medical Evaluations.
  11. Schedule annual fit testing for those employees who may be required to wear respirators.
  12. Schedule additional fit testing for an employee who may have undergone physiological changes that might affect respirator fit.
  13. Coordinate with Program Administrators on respiratory protection hazards and possible adoption of administrative and/or engineering controls.
- D. Employees** who require Respirator Protection are required to:
1. Employees who are required to wear a respirator do so at no cost to them. The cost of Training, medical evaluations, annual fit tests and the equipment and supplies will be provided by Monroe One BOCES.
  2. Complete the Medical Evaluation for Respirator Use, in Appendix, as part of their work day.
  3. Be available for scheduled medical evaluations and fit tests
  4. Use the provided supplies and/or equipment to protect themselves in accordance with their training
  5. Inform their supervisor of potential respiratory hazards

6. Inform their supervisor if they note shortness of breath, dizziness, chest pains or wheezing. These conditions warrant the employee being medically re-evaluated for fitness to wear a respirator.
7. Inform their supervisor if there are changes in their physical condition such as changes in facial hair, dental work, body weight or facial scarring that could affect respiratory fit.
8. Remove headphones, jewelry or any other article that may interfere with the face-piece seal.
9. Inspect their respirator before using it.
10. Perform a seal check using either a positive or negative pressure check, as specified in the Appendix, each time they wear their respirator.
11. Clean their respirator if it is impeding their ability to work.
12. Change filters or cartridges, replace parts as necessary to keep it functioning as intended.
13. Leave the work area and inform their supervisor if they feel their respirator is not functioning as intended.

#### **V. Respirator Specifics and Use**

- A.** All respirators purchased for use by employees must be certified by the National Institute for Occupational Safety and Health, NIOSH and shall be used in accordance with the terms of that certification. All filters, cartridges and canisters must also be labeled with NIOSH approval appropriate to the work. This label must not be removed or defaced while in use.
- B.** Disposal filtering face pieces must have the straps for securing the piece to the face cut or removed to prevent the mask from being re-worn.
- C.** Reusable devices and respirators are to be regularly cleaned and disinfected:
  1. The employee assigned to the respirator shall disassemble it, removing any filters, canisters or cartridges, then
  2. Wash the face-piece and associated parts in mild detergent with warm water or use a cleaner supplied by the manufacturer. To do not use organic solvents.
  3. Rinse the respirator completely in clean water.
  4. Air dry in a clean area.
  5. Reassemble the respirator once it is dry.
  6. Place it in a clean, dry plastic bag or other air tight container, labeled with the employee's name to whom it is assigned.
  7. Before using a respirator the employee assigned must conduct a thorough visual inspection for cleanliness and defects:
    - a. Face piece must be checked that is free of cracks, tears, or holes.
    - b. Facemask must have no distortion and the lens must not be loose.
    - c. Head straps must be checked that they are free of broken buckles, breaks or tears.

- d. Valves must be checked for residue or dirt, cracks or tears in the valve material and for missing valves.
  - e. Filters or cartridges must have a NIOSH label, and must have no crack or dents in the housing nor gaskets, and that they are labeled for the work intended.
- 8. Worn or deteriorated parts must be replaced with parts approved by the respirator's manufacturer.
  - 9. Defective respirators that cannot be repaired within manufacturer's instructions, must be disposed of.
  - 10. Employees are permitted to leave the work area to wash their face, clean the respirator, replace the filter or cartridge, to check on possible vapor or gas leak break, or to check any other possible damage to the respirator.
  - 11. Employees wearing respiratory protection against asbestos fibers or other particulates shall change their filter or cartridge when they first begin to experience difficulty breathing while wearing their mask or at the end of each shift, whichever occurs first.

**VI. Fit testing:** Employees will be fit tested annually with the make, model and size of respirator that they will actually wear.

**VII. Training** for Respiratory Protection shall include:

- A. Expected hazards that may be encountered within Monroe One BOCES
- B. Proper selection and use of respirators
- C. Limitations of respirators
- D. Respirator use and user seal (fit checks)
- E. Fit Testing
- F. Maintenance and storage
- G. Medical signs and symptoms that limit the effective use of respirators
- H. Documentation of the time and content of the training
- I. Documentation of the respirator type, model and size assigned to each employee

**VIII. Program Evaluation**

- A. The Supervisor or Manager of each area will conduct a periodic evaluation of the workplace to ensure that the provisions of this plan are being carried out.
- B. Regular consultations with employees that use respirators
- C. Review of records which are to include:
  - 1. This plan
  - 2. Records of Employee Medical Evaluation Dates and physician's written recommendations regarding each employee's ability to wear a respirator. (The completed questionnaire and the physician's findings are confidential.)
  - 3. Documentation of annual fit tests

**IX. Updates**

- A. The Director of Sustainability shall review this plan every April and consider whether or not an update is appropriate.
- B. The Director of Sustainability shall monitor the plan implementation by monitoring the record retention required by the program.
- C. Employees required to wear respirators may suggest updates anytime.
- D. The Genesee Valley Educational Partnership Health, Safety and Risk Management Office (GV BOCES HSRM) notifies their constituent districts, of which Monroe One BOCES is one, of changes in regulations that may require changes to this plan.
- E. Plan updates will be sent to the Chair of the Monroe One BOCES Health and Safety Committee as well as to the website administrator.

**X. Monroe One BOCES Respiratory Protection Plan Contacts**

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