



## Respiratory Protection Policy

### 1.0 Purpose

Hagen Decorators has determined that employees involved in certain jobs who may be exposed to organic solvent vapors, concrete dust and other potentially harmful substances during routine operations must wear a respirator as described below.

Engineering controls, such as ventilation are the first line of defense at Hagen Decorators; however, engineering controls are not always feasible. In these situations, respirators and other protective equipment must be used.

### 2.0 Scope and Application

This program applies to all employees who are required to wear respirators during normal work operations. All employees engaged in certain processes or tasks (as outlined in the table below) must be enrolled in the company's respiratory protection program.

Employees participating in the respiratory protection program do so at no cost to them. The expense associated with training, medical evaluations and respiratory protection equipment will be borne by the company.

**TABLE 1: VOLUNTARY AND REQUIRED RESPIRATOR USE**

| <b>Respirator</b>                          | <b>Process</b>                     |
|--|------------------------------------|
| Binks Millenium 3000 Series Respirator     | Paint Spraying                     |
| Charcoal Cartridges<br>Particulate Filters | Used with the Binks Millenium 3000 |

### **3.0 Responsibilities**

**Program Administrator** - The Program Administrator for Hagen Decorators is Tom Hagen. The Program Administrator is responsible for administering the respiratory protection program. Duties of the program administrator include:

- Identifying work areas, processes or tasks that require workers to wear respirators, and evaluating hazards.
- Selection of respiratory protection options.
- Monitoring respirator use to ensure that respirators are used in accordance with their certifications.
- Arranging for and/or conducting training.
- Ensuring proper storage and maintenance of respiratory protection equipment.
- Maintaining records required by the program.
- Updating written program, as needed.
- Ensuring that employees have received appropriate training, fit testing, and annual medical evaluation.
- Ensuring the availability of appropriate respirators and accessories.
- Being aware of tasks requiring the use of respiratory protection.
- Enforcing the proper use of respiratory protection when necessary.
- Ensuring that respirators are properly cleaned, maintained, and stored according to the respiratory protection plan.
- Ensuring that respirators fit well and do not cause discomfort.

#### **Employees**

Each employee has the responsibility to wear his or her respirator when and where required and in the manner in which they were trained. Employees must also:

- Care for and maintain their respirators as instructed, and store them in a clean sanitary location.
- Inform their supervisor if the respirator no longer fits well, and request a new one that fits properly.
- Inform their supervisor or the Program Administrator of any respiratory hazards that they feel are not adequately addressed in the workplace and of any other concerns that they have regarding the program.

## 4.0 Program Elements

### Selection Procedures

#### *NIOSH Certification*

All respirators 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. Also, all filters, cartridges, and canisters must be labeled with the appropriate NIOSH approval label. The label must not be removed or defaced while it is in use.

#### **Medical Questionnaire**

Employees who are required to wear respirators must complete a Medical Questionnaire Form which will be evaluated by a physician/Occupational Medicine clinic before you are permitted to wear a respirator on the job. Employees are not permitted to wear respirators until a physician has determined that they are medically able to do so. Any employee refusing to fill out the medical questionnaire will not be allowed to work in an area requiring respirator use. A licensed physician will complete medical evaluations if needed based on the information provided on your questionnaire.

Medical evaluation procedures are as follows:

- The medical evaluation will be conducted using the questionnaire provided in Appendix C of the respiratory protection standard. The Program Administrator will provide a copy of this questionnaire to all employees requiring medical evaluations.
- To the extent feasible, the company will assist employees who are unable to read the questionnaire (by providing help in reading the questionnaire). When this is not possible, the employee will be sent directly to the physician for medical evaluation.
- All affected employees will be given a copy of the medical questionnaire to fill out, along with a stamped and addressed envelope for mailing the questionnaire to the company physician. Employees will be permitted to fill out the questionnaire on company time.
- Follow-up medical exams will be granted to employees as required by the standard, and/or as deemed necessary by the physician reviewing the questionnaire.
- All employees will be granted the opportunity to speak with the physician about their medical evaluation, if they so request.
- After an employee has received clearance and begun to wear his or her respirator, additional medical evaluations will be provided under the following circumstances:
  - Employee reports signs and/or symptoms related to their ability to use a respirator, such as shortness of breath, dizziness, chest pains, or wheezing.
  - The physician or supervisor informs the Program Administrator that the employee needs to be reevaluated;
  - Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation;
  - A change occurs in workplace conditions that may result in an increased physiological burden on the employee.

A list of Derrick Companies employees currently included in medical surveillance is provided at the end of this program. All examinations and questionnaires are to remain confidential between the employee and the physician.

**Fit Testing**

Fit testing is required for employees wearing Air Purifying Respirators for exposure to potentially harmful substances while on jobsites. Employees who are required to wear half mask respirators will be fit tested:

- Prior to being allowed to wear the respirator
- Annually
- When there are changes in the employee's physical condition that could affect respiratory fit (e.g., obvious change in body weight, facial scarring, etc.).

Employees will be fit tested with the make, model, and size of respirator that they will actually wear. Employees will be provided with various sizes of respirators so that they may find an optimal fit

## **Respirator Use**

### *General Use Procedures:*

- ❑ Employees will use their respirators under conditions specified by this program, and in accordance with the training they receive on the use of each particular model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer.
- ❑ All employees shall conduct user seal checks each time that they wear their respirator. Employees shall use either the positive or negative pressure check (depending on which test works best for them) specified in Appendix B-1 of the Respiratory Protection Standard.
- ❑ All employees shall be permitted to leave the work area to maintain their respirator for the following reasons: to clean their respirator if the respirator is impeding their ability to work, change filters or cartridges, replace parts, or to inspect respirator if it stops functioning as intended. Employees should notify their supervisor before leaving the area.
- ❑ Employees are not permitted to wear tight-fitting respirators if they have any condition, such as facial scars, facial hair, or missing dentures, that prevents them from achieving a good seal. Employees are not permitted to wear headphones, jewelry, or other articles that may interfere with the facepiece-to-face seal.

### *Respirator Malfunction*

#### 1. Air Purifying Respirator Malfunction:

For any malfunction of a respirator (e.g., such as breakthrough, facepiece leakage, or improperly working valve), the respirator wearer should inform his or her supervisor that the respirator no longer functions as intended, and go to the designated safe area to maintain the respirator. The supervisor must ensure that the employee receives the needed parts to repair the respirator, or is provided with a new respirator.

## **Cleaning, Maintenance, Change Schedules and Storage**

### **Cleaning**

Respirators are to be regularly cleaned and disinfected using disinfectant wipes. Respirators issued for the exclusive use of an employee shall be cleaned and disinfected after each day of use on the job.

The following procedure is to be used when cleaning and disinfecting respirators:

- Disassemble respirator, removing any filters, canisters, or cartridges.
- Wash the facepiece and associated parts in a mild detergent with warm water. Do not use organic solvents.
- Rinse completely in clean warm water.
- Wipe the respirator with disinfectant wipes (Benzalkonium Chloride) to kill germs.
- Air dry in a clean area.
- Reassemble the respirator and replace any defective parts.
- Place in a clean, dry plastic bag or other air tight container.

Note: The Program Administrator will ensure an adequate supply of appropriate cleaning and disinfecting material in respirator storage container. If supplies are low, employees should contact the office who will inform the Program Administrator.

### **Maintenance**

Respirators are to be properly maintained at all times in order to ensure that they function properly and adequately protect the employee. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or deteriorated parts will be replaced prior to use.

No components will be replaced or repairs made beyond those recommended by the manufacturer.

The following checklist will be used when inspecting respirators:

- Facepiece: cracks, tears, or holes. Facemask distortion, cracked or loose lenses/face shield
- Head straps: breaks or tears, broken buckles
- Valves: residue or dirt, cracks or tears in valve material
- Filters/Cartridges: approval designation, gaskets, cracks or dents in housing, proper cartridge for hazard

Employees are permitted to leave their work area to perform limited maintenance on their respirator in a designated area that is free of respiratory hazards. Situations when this is permitted include to wash their face and respirator facepiece to prevent any eye or skin irritation, to replace the filter, cartridge or canister, and if they detect vapor or gas breakthrough or leakage in the facepiece or if they detect any other damage to the respirator or its components.

### **Change Schedules**

Employees wearing air purifying respirators shall change the cartridges on their respirators as determined from the 3M cartridge change cycle database/website information.

### **Storage**

Respirators must be stored in a clean, dry area, and in accordance with the manufacturer's recommendations. Each employee will clean and inspect their own air-purifying respirator in accordance with the provisions of this program and will store their respirator in plastic containers kept in their vehicles. Each employee will have his/her name on the container, and that container will only be used to store that employee's respirator

A replacement supply of respirators and respirator components (cartridges) will be stored at Hagen Decorators.

### **Defective Respirators**

Respirators that are defective or have defective parts shall be taken out of service immediately. If, during an inspection, an employee discovers a defect in a respirator, he/she is to bring the defect to the attention of his or her supervisor. Supervisors will give all defective respirators to the Program Administrator. The Program Administrator will decide whether to:

- Temporarily take the respirator out of service until it can be repaired.
- Perform a simple fix on the spot such as replacing a headstrap.
- Dispose of the respirator due to an irreparable problem or defect.

When a respirator is damaged or broken, the employee will be given a replacement of similar make, model, and size.

### **Training**

The Program Administrator will provide training to respirator users and their supervisors on the contents of the Hagen Decorators Respiratory Protection Program and their responsibilities under it, and on the OSHA Respiratory Protection standard. Workers will be trained prior to using a respirator in the workplace. Supervisors will also be trained prior to using a respirator in the workplace or prior to supervising employees that must wear respirators. The training course will cover the following topics:

- Hagen Decorators Respiratory Protection Program
- OSHA's Respiratory Protection standard
- Proper selection and use of respirators
- Limitations of respirators
- Respirator donning and user seal (fit) checks
- Fit testing
- Emergency use procedures
- Maintenance and storage

- ❑ Medical signs and symptoms limiting the effective use of respirators

Employees will be retrained annually or as needed. Employees must demonstrate their understanding of the topics covered in the training through hands-on demonstration of the respirator use. Respirator training will be documented by the Program Administrator, and the documentation will include the type, model, and size of respirator for which each employee has been trained and fit tested.

### **5.0 Program Evaluation**

Management will conduct periodic evaluations of the jobsite to ensure that the provisions of this program are being implemented. The evaluations will include regular consultations with employees who use respirators, site inspections, etc.

Problems identified with the Respiratory Protection Program will be promptly corrected by management.

### **6.0 Documentation and Recordkeeping**

A written copy of this is kept in the Program Administrator's office and is available to all employees who wish to review it. Also maintained in the Program Administrator's office are copies of training and fit test records. These records will be updated as new employees are trained, as existing employees receive refresher training, and as new fit tests are conducted.

The Program Administrator will also maintain copies of the medical records for all employees covered under the respirator program. The completed medical questionnaire and the physician's documented findings are confidential and will remain with the physician. The company will only retain the physician's written recommendation regarding each employee's ability to wear a respirator.