

**City of Urbandale**  
**Respiratory Protection Program**



**Purpose.** The guidelines established in this program are designed to help reduce employee exposure to occupational air contaminants. Controlling employee exposures through engineering controls is to be implemented first.

This policy applies to all employees who may be required to work in hazardous atmospheres in which contaminants cannot be reduced by engineering controls and that require the use of respirators. In addition, any employee who voluntarily wears a respirator (a dust mask or equivalent mask is not considered a respirator) when a respirator is not required is also subject to this policy.

A copy of this policy is available to all employees and can be found online at [www.urbandale.org/Safety](http://www.urbandale.org/Safety) or by contacting the employee's manager/supervisor, the department's Safety Leadership team member(s) or the Director of Risk Management/Support Services.

## 1. Responsibilities.

- 1.1. Administration: The Director of Risk Management/Support Services is responsible for ensuring the respiratory protection program is established and maintained in accordance with the Occupational Safety and Health Administration (OSHA) 29 CFR 1910.134.
- 1.2. Manager/Supervisor: Managers and supervisors are responsible for ensuring the respiratory protection program is implemented in their work areas. In addition to being knowledgeable about the program requirements for their own protection, they shall also ensure the program is understood and followed by the employee(s) under their supervision.
- 1.3. Employees: Each employee has a responsibility to wear their respirator when and where required. In addition, employees should inform their manager/supervisor of any respiratory hazards that they believe are not adequately addressed in the workplace.

## 2. Program Requirements.

- 2.1. Respirator Selection: Department supervisor(s) shall select respirators to be used based on the hazards to which employees are exposed, and as outlined in OSHA standards 29 CFR 190.134. The hazards evaluation shall include:
  - 2.1.1. Identification of the potential hazardous substances in the workplace or work process.
  - 2.1.2. Exposure monitoring to quantify hazardous exposures, if deemed appropriate.
  - 2.1.3. Selection of an appropriate respirator with an assigned protection factor (APF) suitable for the anticipated exposures.

- 2.2. National Institute of Occupational Safety and Health (NIOSH) Certification Required: All respirators must be certified by NIOSH and shall be used in accordance with the terms of that certification. In addition, all filters, cartridges, and canisters shall be labeled with the appropriate NIOSH approved label. The label shall not be removed or defaced.
- 2.3. Voluntary Use: Employees may voluntarily use respiratory protective equipment and shall notify their manager/supervisor before first time use. Approval to wear a respirator will depend on specific workplace conditions and the results of the medical evaluation. In addition, if a respirator is used voluntarily, the employee must sign Appendix A.

**3. Testing Requirements.**

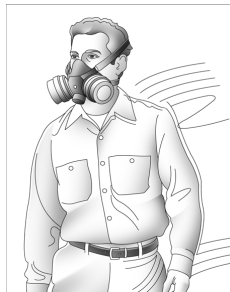
- 3.1. Medical Evaluations: Employees who are either required to wear respirators, or who choose to wear a respirator voluntarily, must pass a medical examination before being permitted to wear a respirator on the job. The only exception to this is the use of filtering face-piece style masks (dust mask or surgical mask).
- 3.2. Fit Testing: Fit testing is required for employees wearing full or half-face piece respirators (tight-fitting). Employees that voluntarily wear full or half-face piece respirators must also be fit tested.

**Examples of respirators that need to be fit tested (tight-fitting facepieces)**

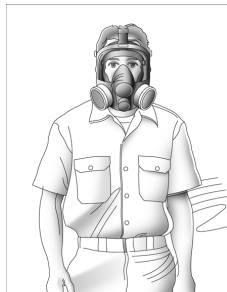
**Half Mask Filtering Facepiece (N-95)**



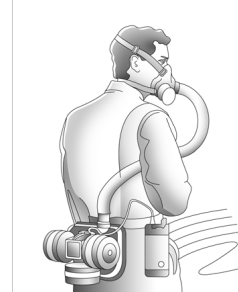
**Half Mask Elastomeric Respirator (APF=10)**



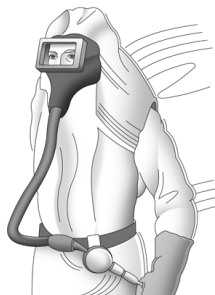
**Full Face Elastomeric Respirator (APF=50)**



**Tight-Fitting Powered Air-Purifying Respirator – PAPR (APF=1,000)**



**Abrasive Blasting Respirator;  
Atmosphere-Supplying Respirator;  
Full Elastomeric (APF 25-1,000)**

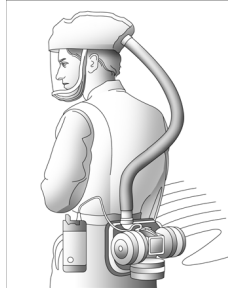


## Examples of air-purifying respirators that cannot be fit tested because they are loose-fitting.

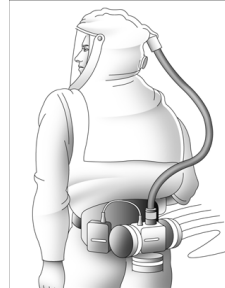
Surgical mask



Loose-Fitting PAPR  
(APF=25)



Hooded PAPR  
(APF = 25-1,000)



### 4. Use, Maintenance & Storage.

- 4.1. Use: Employees shall use their respirators under conditions specified by this program, and in accordance with the training they receive. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or its manufacturer.

Employees shall conduct a “user seal check” each time they wear their respirator. A “user seal check” is not a fit test.

Employees are not allowed to wear full or half-faced piece respirators if they can't achieve a good seal, such as having facial hair or wearing headphones.

- 4.2. Maintenance: Respirators must be properly maintained to retain their effectiveness. Employees should inspect their respirator before each use. Managers/supervisors shall periodically spot check respirators. Employee and manager/supervisor checks include:

- 4.2.1. Face-piece: Examine for cracks, tears, holes, distortion, and if the head straps are torn or broken.
- 4.2.2. Valves: Examine for residue or dirt, cracks, or tears.
- 4.2.3. Filters/Cartridges: Examine if the proper cartridge is installed and if gaskets have cracks or dents.
- 4.2.4. Supplied Air Systems (SAR): Confirm breathing quality is at least Grade D, examine the condition of the supply hoses, hose connections and the setting on the regulators, valves, and alarms.
- 4.2.5. Before storage respirators shall be cleaned in accordance with the manufacturer's instructions.

- 4.3. **Storage:** Respirators shall be stored in accordance with the manufacturer's recommendations. In addition, they should be stored to prevent deformation of the face-piece and exhalation valve.

Respirators worn by more than one employee must be cleaned immediately and then stored for the next user.

5. **Training.** The City shall provide training to respirator users and their supervisors on the content of this program. Employees shall be trained when newly hired into a position that uses a respirator and retrained as needed. Training will include:

6. **Records.** The city shall maintain and retain the records of employees in the Respiratory Protection Program. That includes medical evaluations, and fit testing records.

Any employee in the Respiratory Protection Program has access to their records by contacting the Director of Risk Management/Support Services.

7. **References.**

- 7.1. [OSHA 29 CFR 1910.134 – Respiratory Protection](#)
- 7.2. ANSI Standard Z88.2 – 1992 Respiratory Protection
- 7.3. ANSI Standard Z88.10 – 2001 Respiratory Fit Testing
- 7.4. [NIOSH Standards 42 CFR Part 84](#)
- 7.5. [CDC – Center for Disease Control](#)

## Appendix A – Voluntary Use of Respirators

Information for employees using respirators when not required under the OSHA Standard.

Respirators are an effective method of protection against designated hazards when properly selected and worn. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker.

If the City provides respirators for our voluntary use, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label of statement of certification should appear on the respirator or respirator's packaging. It shall tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into potential or known 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. If you do not know the difference, please contact your manager/supervisor or the Director of Risk Management/Support Services for guidance and direction on the proper respirator to be used.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

I have received and read the above on this date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_