

# Respiratory Protection

## Administrative Procedure

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<b>Status:</b>	<b>Active</b>
<b>Effective:</b>	June 2020
<b>Revision Date:</b>	November 2024
<b>Review Date:</b>	November 2028
<b>Responsibility:</b>	Superintendent of Human Resources

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### INTENDED PURPOSE:

The Halton District School Board is committed to ensuring a safe working environment. Where it is not possible to eliminate or reduce respiratory hazards by means of administrative or engineering controls, respiratory protection will be required to protect the health and safety of workers.

This procedure outlines the selection, use and care of appropriate respiratory protection equipment when working in known or potentially hazardous environments.

This procedure applies to all employees who are required, or choose, to wear respiratory protection.

### DEFINITIONS

**Fit test:** The use of qualitative or quantitative methods to evaluate the fit of a specific make, model and size of a respirator on an individual.

**Respirator:** A device designed to protect the wearer from inhaling hazardous atmospheric contaminants.

**User seal check:** An action conducted by the respirator user to determine if it is properly sealed to the face.

### PROCEDURES

#### 1. Roles and Responsibilities

##### 1.1. Supervisors

- 1.1.1. Have knowledge of situations where respirators are, or may be required

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- 1.1.2. Provide workers with the appropriate respiratory protection equipment (type determined in conjunction with the HDSB Health and Safety Department)
- 1.1.3. Ensure worker has been fit tested with their respirator type
- 1.1.4. Ensure worker is provided training on their respirator type prior to initial use
- 1.1.5. Ensure respirator is used and maintained in accordance with instructions and training received
- 1.1.6. With respect to designated substances (isocyanates, asbestos or silica), ensure that a worker is not assigned a task that requires the use of a respirator unless the worker is physically able to perform the task while using the respirator
- 1.1.7. Maintain record keeping documentation outlined in this Administrative Procedure

### **1.2. Workers**

- 1.2.1. Wear respiratory protection at all times when performing tasks where respiratory hazards exist
- 1.2.2. Inspect respirator prior to each use in accordance with training received
- 1.2.3. Perform user seal checks after each donning
- 1.2.4. Use respirator in accordance with training received and understand its limitations, including need for a clean shaven face and/or no object interfering with respirator face seal
- 1.2.5. Dispose of OR clean, maintain and store the respirator in accordance with training received and manufacturer's instructions
- 1.2.6. Report any damage or malfunction of the respirator to their Supervisor
- 1.2.7. Report any changes that may impact their ability to use a respirator safely to their Supervisor
- 1.2.8. Maintain a copy of the respirator user manual as well as their fit test training card provided by the fit tester

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### 1.3. Health and Safety Department

- 1.3.1. Assist in the development and administering of this Administrative Procedure
- 1.3.2. Determine the type of respiratory protection required for the specific task in conjunction with the site Supervisor
- 1.3.3. Provide training and education to respirator user
- 1.3.4. Conduct fit testing
- 1.3.5. Where applicable, offer medical surveillance program
- 1.3.6. Maintain record keeping documentation outlined in this Administrative Procedure

## 2. Selection

- 2.1. The Board currently has the following respirators in the system:
- 3M N95 Disposable Respirators (8110S, 8210),
  - 3M Half Facepiece Respirator (7500 & 6000 Series), and
  - Sperian Survivair Opti-Fit Full Face Supplied Air Respirator (CF-SAR)
  - SATA vision 2000 Supplied Air Full Hood

**NOTE:** Any other respirator type or model must be approved by HDSB Health and Safety Department before use

- 2.2. The type of respirator selected shall be based on the nature of the environmental hazard, physical characteristics of the workplace, and the capabilities and limitations of the respirators available. "Dust masks" and "surgical masks" are not certified as respirators and will not provide adequate protection from hazardous environments
- 2.3. All respirators shall be approved by NIOSH or an equivalent certification
- 2.4. Respirators shall be selected in consultation with the HDSB Health and Safety Department

## 3. Fit Testing

- 3.1. The effectiveness of a respirator will be reduced if it is not fitted properly. Therefore, either quantitative or qualitative fit testing **must** be conducted prior to the respirator being used. Contact the HDSB Health and Safety

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Department to arrange for fit testing

- 3.2.** Fit testing is to be completed every 2 years

#### **4. Use and Care**

- 4.1.** A respirator must be inspected by the user before each use to ensure that it is in good working condition
- 4.2.** Do not begin a work task with a damaged or defective respirator
- 4.3.** A proper seal between the worker's skin and the respirator is required to provide adequate protection. A worker shall complete a "user seal check" immediately after donning the respirator
- 4.4.** Each worker issued a respirator shall properly maintain their respirator, which shall include:
- cleaning;
  - inspection;
  - proper storage and;
  - cartridge replacement, as needed
- 4.5.** Refer to Appendix A, [Respirator Use and Care Guide](#) for detailed instructions on respirator inspection, fitting, user seal checks and care

#### **5. Medical Surveillance**

- 5.1.** Prior to fit testing and respirator use, it shall be confirmed that the worker is free from any physiological or psychological condition that may prevent them from being assigned the use of the selected respirator. This shall be achieved through the use of the Health Screening Tool (non-disclosure) for Respirators.
- 5.2.** Where, based on the Health Screening Tool (non-disclosure) for Respirators, the Health and Safety Department is concerned that a physiological or psychological condition exists that may preclude the use of a respirator, Health and Safety shall refer the worker to their physician to obtain limitations and restrictions, if any.

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### 6. Training

- 6.1. All workers who are required, or choose, to use a respirator shall receive appropriate training prior to the initial use of the respirator
- 6.2. Training is to be provided by the HDSB Health and Safety Department or approved fit tester
- 6.3. Training shall include:
  - General requirements of this Respirator Protection Administrative Procedure - including worker responsibilities
  - Proper use and care of respirator - including inspection, donning, user seal checks, doffing, cleaning, maintenance and storage
  - Limitations of assigned respirator

### 7. Record Keeping

- 7.1. Supervisor shall maintain the following records:
  - Fit testing and training records for workers under their supervision
  - User manual for the specific respirator types being used by workers on-site
  - Maintenance records for any repairs, where applicable
- 7.2. The respirator user shall maintain the following records:
  - Fit testing card provided by fit tester
  - User manual for their specific respirator type
  - Medical surveillance documents, if applicable
- 7.3. Health and Safety Department shall maintain the following records:
  - Respirator selection
  - Fit test and training records
  - Medical surveillance records provided by respirator user, where applicable

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### Cross-Reference:

#### Legislation

[Occupational Health and Safety Act, R.R.O. 1990, Reg. 833 - Control of Exposure to Biological or Chemical Agents](#)

[Occupational Health and Safety Act, O. Reg. 490/09 - Designated Substances](#)

#### Ministry Policy & Program Memoranda

#### Board Policies, Procedures & Protocols

HDSB Isocyanate Control Program

[Asbestos Management Plan](#)

[Health and Safety Policy](#)

[Occupational Health and Safety Admin Procedure](#)

[Handling, Cleaning, and Storing of Clay Administrative Procedure](#)

#### Revision History

- November 2024
- October 2022