

Facilities Management Occupational Health and Safety

Worksite-Specific Procedure for Use of Respiratory Protection

This *Worksite-Specific Procedure for Use of Respiratory Protection* shall be used in conjunction with the Respiratory Protection Program for all routine tasks that require the use of respiratory protection. All employees using respiratory protection equipment must be familiar with the contents of this plan and the university's Respiratory Protection Program, which employees may request from their supervisors, or can be found on the FM-OHS website. The following information should be filled out by both the supervisor and FM-OHS, and reviewed by affected employees. Copies of this procedure will be retained by the supervisor and FM-OHS for recordkeeping until the procedure has been updated. Procedures must reflect the most current policies and practices.

A. Departmental Information		
Organization:	Shop:	
Supervisor:	Manager:	
B. Task Details		
Name of Task:	Location of Task:	
Duration of Task:	Frequency of Task:	
Equipment Used:	Tools Used:	
Task Description:		
C. Respiratory Hazard and Filter Type		
Particulates (HEPA)	Chemical (organic vapor)	
U Welding Fumes (HEPA)	□ Other Chemical (acid gas, ammonia, formaldehyde, etc.)	
Biological (HEPA)	□ Asbestos (HEPA)	
□ Nuisance Dust/Odors (N95/P100)	Other:	
List chemical names:	Filter Change-out Schedule:	
C. Respirator Requirements		
Negative pressure:	Positive pressure:	
□ ½-face APR (elastomeric air purifying respirator)	□ tight-fitting PAPR (powered air purifying respirator)	
□ full-face APR	Ioose-fitting PAPR	
□ Filtering facepiece (Voluntary or Required)		
Respirator storage area:		
Comments:		

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D. Inspection Checklist (Complete before	pre and after each use)	
Inspect respirator facepiece:		
 Look for cracks, tears, or holes 	in the facepiece or face shield	
 Inspect the face mask for distorted 	ortion	
Inspect head straps:		
 Check for breaks or tears in th 	e straps	
 Inspect the buckles for wear 		
Inspect respirator valves:		
 Look for residue or dirt 		
Look for cracks or tears in the	valves	
Inspect respirator filters/cartridges:		
, .	es, label the filter and/or cartridge with the	
	artridge has been changed out according t	o the change-out schedule
 Check gaskets and for dents in 		
For powered air-purifying respirators (P		
 Make sure the battery is charged 	ed	
Check flow velocity		
 Perform leak test on HEPA filte 		
	espirator, take it out of service, and notify	your supervisor.
E. Procedures for Cleaning Respirators	a (after each use)	
Remove filters /cartridges		
Clean inside and outside of the respirat	tor with wipes	
If needed, disassemble the respirator a	ind wash components in warm water (not	exceeding 120°F) with a mild detergent or
	anufacturer. A soft bristle brush (not wire)	
Rinse components thoroughly in clean,	warm running water	
Components should be hand-dried with	a clean lint-free cloth or air-dried	
Reassemble facepiece, replacing filters	cartridges	
Test the respirator to ensure that all co	. –	
F. Respirator Users	· · · · ·	
Name	Type of Respirator	Type of filter