



The Respiratory Protection Program is comprised of four primary steps:

- Step 1** - Hazard Recognition: Assessment of workplace hazards to recognize potential exposure
- Step 2** - Hazard Reduction or Elimination
- Step 3** - Medical Evaluation
- Step 4** - Training and Fit Testing

**Step 1: Hazard Recognition and Analysis**

1a	Contact your supervisor immediately if you identify tasks that may result in an exposure to hazardous atmospheres such as particulates, vapors, fine dusts, or chemicals. <b>Proceed to Step 1b</b>
1b	Supervisor and employee will reach out to the appropriate safety office to complete a task specific risk assessment. Based on the results of the risk assessment completed. <b>Proceed to Step 2a, 2b, or 2c</b>

**Step 2: Hazard Reduction or Elimination**

2a	If historical and/or objective data is available to prove a respiratory hazard <u>does not exist</u> , then a respirator will not be issued. <b>END*</b>
2b	If a respiratory hazard <u>is present</u> , but engineering and/or administrative controls <u>successfully reduces or eliminates</u> the exposure below regulatory limits, then a respirator will not be issued. Document the controls and train the affected employees on the control measures (keep sign-in log). <b>END*</b>
2c	If exposure data isn't available or the engineering or administrative controls <u>do not reduce or eliminate the hazard</u> below permissible exposure limits, then the employee will be included in the Respiratory Protection Program. EHS or ORS will assist in the selection of the proper respirator and cartridge to protect against the contaminant. (Note: Inclusion in the program may be temporary while exposure data is collected and/or controls are instituted to confirm an exposure hazard is not present.) <b>Proceed to Step 3</b>

**Step 3: Medical Questionnaire**

3a	Employee will complete the medical questionnaire** and submit the sealed envelope to their supervisor who will forward to the University of Chicago Occupational Medicine Group (UCOM) with applicable fees. (Submit at least two weeks before respirator training class, to allow for UCOM's review.)		
3b	After reviewing the questionnaire: The Physician or Other Licensed Health Care Professional (PLHCP) will sign a medical clearance letter stating the employee is or is not physically capable of wearing respirator, <b>or</b> the PLHCP may request a medical exam (physical) before signing a clearance letter.*** <b>Based upon UCOM's review: Proceed to Step 3c or 3d</b>		
3c	If UCOM determines that you <b>are</b> medically fit to wear a respirator, then <b>Proceed to Step 4</b>	3d	If UCOM determines you <b>are not</b> medically fit to wear a respirator, then immediately inform your supervisor. <b>END</b>

**Step 4: Training and Fit Testing (Repeated annually and when hazards or burden of tasks change)**

4	Register for the Respirator Training class furnished by EHS. Bring the following items to training class: Respiratory Protection Program Enrollment Form and respirator with cartridges for each contaminant you are filtering. EHS will conduct a fit test and provide a signed copy for your records. <b>END</b>
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\* If an individual would like to voluntarily wear an N95 filtering face-piece (i.e., disposable dust mask), then they are required to review and sign the Filtering Face-piece Voluntary Use Form. **NOTE:** A medical evaluation is not required for employees electing to wear filtering face-pieces, but is strongly recommended. Use of a respirator with removable cartridges require enrollment into the full Respiratory Protection Program (e.g. Annual Medical Qualification Questionnaire, training, and fit test)

\*\* According to OSHA, the medical questionnaire is required upon initial assignment of a respirator **AND** when an employee shows signs or symptoms related to their ability to wear a respirator, a PLHCP or supervisor requests an employee be reevaluated, information from respiratory program (including observations made during fit-testing) indicates a need for a reevaluation, a change occurs in the workplace (e.g., physical effort, protective clothing, temperature) that may result in a substantial increase in physiological burden, a new contaminant is introduced to the work area, or the employee's response to questions 1-8 in Section 2, Part A of the OSHA medical questionnaire has changed from "No" to "Yes". Due to the fact that multiple factors could trigger the completion of a follow-up questionnaire, the University of Chicago has determined that the Medical Questionnaire must be completed and reviewed annually.

\*\*\* Physical exams are not legally required unless requested by the physician, a positive response in Section 2 Part A, or an employee requests an exam. The cost associated with medical evaluations and/or exams must be determined by each division and/or department. OSHA states the employee is not responsible for payment.