

The Respiratory Protection Program is comprised of five primary steps:

- **STEP 1** - Hazard Recognition and Pre-enrollment Survey
- **STEP 2** - Exposure Assessment and Respirator Selection
- **STEP 3** - Medical Clearance
- **STEP 4** - Training
- **STEP 5** - Fit-testing

STEP 1: Hazard Recognition and Pre-enrollment Survey

1A	Contact your supervisor if you identify tasks that may result in an exposure to hazardous atmospheres such as particulates, vapors, fine dusts, or chemicals. Proceed to Step 1B
1B	Supervisor or employee will complete a Respirator Pre-Enrollment Survey, which will go to safety for review. Environmental Health and Safety (EHS) for non-lab tasks or Office of Research Safety (ORS) for lab tasks. Proceed to Step 2A

STEP 2: Exposure Assessment and Respirator Selection (Performed by EHS or ORS)

Note: As mandated by federal regulations the use of personal protective equipment is the last line of defense. We must first attempt to eliminate or reduce the exposure using administrative or engineering controls. This assessment must be thoroughly documented to comply with recordkeeping requirements.

2A	<p>If historical and/or objective data is available to prove a respiratory hazard does <u>not</u> exist or a respiratory hazard <u>is</u> present, but engineering and/or administrative controls successfully reduce/eliminate the exposure below regulatory limits, then a respirator is not necessary, but will only be issued if one of the following occurs:</p> <ul style="list-style-type: none"> • If an employee requests to use an N95 filtering face-piece, then they can sign the <u>Voluntary Use Form</u> and return it to EHS (copy ORS for lab tasks). END* • If an employee requests a respirator with a removable cartridge; or • If supervisor mandates the use of an N95 filtering face-piece <u>or</u> a respirator with a removable cartridge; or • If an employee needs to use an N95 filtering face-piece <u>or</u> a respirator with a removable cartridge to address an allergy which is triggered by an occupational task (e.g., changing animal bedding with an allergy to animal dander), then Proceed to Step 3A.
2B	<p>If a respiratory hazard has not yet been quantified or data confirms a respiratory hazard which exceeds permissible exposure limits <u>is</u> present and engineering/administrative controls <u>do not reduce/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. (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.) Proceed to Step 3A</p>

STEP 3: Medical Clearance

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.) Proceed to Step 3B		
3B	After reviewing the questionnaire: The licensed physician will sign a medical clearance letter stating the employee is/is not physically capable of wearing respirator; or The licensed physician may request a medical exam (physical) before signing a clearance letter. Proceed to Step 3C or 3D (based upon UCOM's review)		
3C	If UCOM deems that you <u>are</u> medically fit to wear a respirator, then Proceed to Step 4A.	3D	If UCOM deems you <u>are not</u> medically fit to wear a respirator, then immediately inform your supervisor. END

STEP 4: Training

4A	Unit Specific Training: Supervisor should create a standard operating procedure specific to each exposure type and communicate administrative or engineering controls and/or additional personal protective equipment. Proceed to Step 4B
4B	Complete the On-line Respiratory Protection Training class (ehsa.uchicago.edu/training) Proceed to Step 5

STEP 5: Fit Testing

5	Schedule a fit test date with EHS. Bring all respirator types and cartridges that you will use. Note: Make sure you are clean shaven (per OSHA, the respirator must be in direct-contact with skin and facial hair cannot interfere with valves). EHS will conduct a fit-test and provide a signed copied for your records. END
---	--

* A medical evaluation is not required for employees electing to wear an N95 filtering face-piece voluntarily but is strongly recommended.

The steps above must be completed annually. However, if you have a new exposure you will need to repeat step 2 and possibly 4A. If your respirator model or size changes or you have significant changes to your facial structure (e.g., lose 10 pounds, dental/jaw surgery), then you will need to repeat step 5.