

SAMPLE RESPIRATORY PROTECTIVE EQUIPMENT CODE OF PRACTICE

Company: _____

Address: _____

INTRODUCTION

The code of practice shall comply with CSA standard Z94.4-11 (R2016), "Selection, use and care of respirators". A standard that sets out the requirements for an effective respiratory protection program in the workplace.

1. ROLES AND RESPONSIBILITIES

Program Administrator: _____

Phone No. _____ Cell No.: _____

The program administrator is authorized by the employer to manage the respiratory protection program and ensure employees are trained and use the respiratory protective equipment in a manner that protects their health and safety.

Employees are encouraged to bring all respirator issues to their supervisor and then, if necessary, to the program administrator.

All employees must co-operate in the performance of the program administrator's duties.

**2. HAZARD ASSESSMENT and
 3. RESPIRATOR SELECTION**

Shall be performed by a qualified person to determine the respiratory hazards present and assist in the selection of an appropriate respirator where required.

Area/Procedure	Hazards	Respirator Type	Comments

Employees may use respiratory protection in other areas as the need arises with the program administrator's approval.

4. TRAINING

All employees who wear respiratory protection must be trained and demonstrate competency, where applicable, in the following:

- Airborne contaminants in your work areas
- Symptoms and toxic effects of overexposure to contaminants
- Respirator capabilities and limitations
- Donning, doffing and performing a user seal check of your respirator
- Maintenance, cleaning, sanitizing and storage of your respirator
- What to do in an emergency
- New Brunswick legislation on respiratory protection
- Company code of practice for respiratory protective equipment
- Other:

5. RESPIRATOR FIT TESTING

Employees who may be required to use a tight-fitting respirator must be clean-shaven where the respirator meets the face to ensure an effective facial seal.

Employees who may be required to use a respirator shall be fit tested.

Before using a respirator, every employee shall perform a user seal check.

Fit test records shall be retained for all respirators users in the workplace.

6. USE OF RESPIRATORS

Employees must wear respiratory protection in the areas and for the work procedures described in section 3. Supervisors must enforce the use of respiratory protection as described in section 3.

A qualified person shall establish a change-out schedule for the replacement of air-purifying filters or cartridges of respirators before their useful service life is ended. Warning properties of the contaminant shall not be relied on for cartridge/canister change-out.

7. CLEANING, INSPECTION, MAINTENANCE AND STORAGE OF RESPIRATORS

Each employee is responsible to properly maintain their respirator with an acceptable program of care and maintenance for cleaning, inspecting, maintaining and storing their respiratory protective devices. Cleaning supplies, replacement parts and new respirators will be supplied by the company as needed.

Respirators designed not to be cleaned shall be disposed of after use as directed by the manufacturer.

8. HEALTH SURVEILLANCE

Employees who have questions about their ability to wear a respirator due to health reasons are asked to report their concern to the program administrator. Those employees will be required to have a medical assessment, which consists of a review and an opinion from a health care professional before using respiratory protection. Records, excluding personal medical information, shall be maintained. The physician will be asked to inform the program administrator whether or not the employee is able to wear the respirator for the conditions or work procedures required at this workplace. The employer will not request any other information and will pay the cost of the medical evaluation.

9. PROGRAM EVALUATION

At least once a year, the program administrator will review the respirator program. The program administrator will consult with respirator wearers during the review.

The review will include the following:

- Effectiveness and appropriateness of the respirators being used
- Fit testing (only required every two years)
- Respirator wearer training
- Respirator use, inspection, maintenance, cleaning and storage
- Health surveillance of respirator wearers
- Wearer suggestions for improvements in the respirator program
- Possible workplace improvements to minimize respirator use
- New respiratory equipment on the market

10. RECORDKEEPING

Records should be kept for all employees who wear respirators.

Records should include the following:

- Contaminants employees are exposed to
- Respirator facial fit testing record
- Training
- Medical clearance information
- Program evaluation

Signed: _____

Title: _____

Date: _____