



DOCUMENTATION OF EMPLOYEE TRAINING

OSHA 29 CFR §1910.134, APPENDIX D VOLUNTARY USE OF RESPIRATORS

Requests for voluntary use of respirators are evaluated and approved on a case-by-case basis by the employees' supervisor or the Program Administrator.

ANY ODF&W employee wearing a respirator with a tight-fitting maske, whether required or voluntary, must have a confidential medical examination completed and the medical examiners certificate on file before fit testing and training can take place. Re-certification of fit testing must be done annually.

After reviewing this brochure the employee should detach and sign this form and the supervisor should maintain a copy in the employee's training file.

Training/Re-certification Date: \_\_\_\_\_ circle one

Supervisor: \_\_\_\_\_

Trainer: \_\_\_\_\_

I have received training and understand instruction in ODFW's policy for the voluntary use of respirators pursuant to OSHA regulation 29 CFR §1910.134 Appendix D

Employee: \_\_\_\_\_

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

\*\*\*\* NOTE \*\*\*\*

Maintain this form in the employee training file.

INFORMATION FOR EMPLOYEES USING RESPIRATORS WHEN NOT REQUIRED UNDER THE STANDARD

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your supervisor provides respirators for your voluntary use, or if you provide your own, you need to take certain precautions to be sure that the mask itself does not present a hazard.

You should do the following:

- 1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose a respirator certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or the packaging. It will tell you what the mask is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which it is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's.

CUT HERE TO REMOVE FORM

OSHA 29 CFR §1910.134, APPENDIX D

VOLUNTARY USE OF RESPIRATORS

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Oregon OSHA's respiratory protection program allows the use of Respirators as good practice on a voluntary basis. ODF&W employees have the option to use Respirators whenever they feel a situation or task may be dusty or wish to avoid conditions such as pollen exposure when cutting lawns, using leaf blowers, changing filters in HVAC systems, misty conditions, unpleasant odors etc. None of these exposures would normally exceed recommended exposure limits but the use of a respirator may be considered good practice to avoid unwanted particulate exposures or employee discomfort.

Oregon OSHA rules require that each employer allowing voluntary use of Respirators make it clear to employees about the general safety issue in wearing respirators and to ensure that employees notify their supervisor if they believe the exposure may be hazardous. The information contained in this brochure is from the standard.

It is important to remember that employees who ask to wear respirators with tight-fitting masks must first have a medical evaluation, be fit tested and be trained in proper cleaning, storage and maintenance procedures. Workers asking to use dust masks (filtering masks) are not subject to respiratory protection requirements beyond an understanding of 1910.134, Appendix D.

## **CHECKLIST FOR CARE OF RESPIRATORS**

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- Inspect the respirator before and after each use and during cleaning.
- Replace all parts that are cracked, torn, broken, missing or worn.
- Follow the manufacturer's instructions for information on the care, maintenance, and storage of respirators.

### **Mask**

- Ensure that no holes or tears are present.
- Inspect for cracked, scratched or loose-fitting lenses. For a full mask respirator, check for missing mounting clips.

### **Head strap/harness**

- Check webbing for breaks.
- Look for deterioration of elasticity.
- Test excessively worn head harness.

### **Inhalation and exhalation valves**

- Ensure the valve and valve seat are free of dust particles or dirt that may cause a poor seal or reduce efficiency.
- Replace any missing or defective valve covers.

### **Filter elements**

- Ensure that the filter and mask are certified for use together.
- Check the filter to see that they are approved for the hazard.
- Inspect both the filter threads and mask threads for wear.
- Check the filter housing for cracks or dents.
- Check the end of service life indicator for gas masks. Check the expiration date.

## **REPAIR, CLEANING AND STORAGE**

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- Do not clean with solvents.
- Follow the manufacturer's instructions.
- Wash with a mild dish detergent or a combination of detergent and disinfectant. Use a brush and warm water (49-60°C or 120-140°F).
- Rinse with clean water, or rinse once with a disinfectant and once with clean water. The clean water rinse removes excess detergent or disinfectant that can cause skin irritation or dermatitis.
- Dry on a rack or clean surface or hang from a clothes line. Position the respirator so that the facepiece rubber will not "set" crookedly as it dries.
- Store the respirator at the end of each shift to protect it from dust, sunlight, heat, extreme cold, excessive moisture, and chemicals.
- Clean and disinfect shared respirators after each use.
- Permit only trained and qualified personnel to repair respirators.
- Do not mix parts from different manufacturers.
- Record all repairs and inspections.
- Remove dirt.
- Check for distortion caused by improper storage.