

## USE OF RESPIRATORS POLICY

### A. Enabling Acts

Michigan Occupational Health and Safety Standards, Part V, Personal Protective Equipment Rules 3501 and 3502, General Respiratory Protection (Attachment A). Michigan Department of Natural Resources Employee Health Monitoring Program, August 1987. DNR Director's Letter No. 16, Office of Environmental Affairs, Safety and Health, Program Advisory No. 1. Office of Special Services, Program Advisory No. 7.

### B. Policy

When respirators are required by the activity and/or the material being used as described on the Material Safety Data Sheet (MSDS), the Forest Management Division will provide the National Institute for Occupational Safety and Health (NIOSH) approved respirator for each job. Employees within the Forest Management Division are to perform their work in compliance with the requirements of MIOSHA Rules 3501 and 3502 and the Michigan Department of Natural Resources Health Monitoring Program.

### C. Explanation

Definition: The word "respirator" as used in this policy includes self-contained breathing apparatus (SCBA), canister/cartridge face masks, toxic dust or dust/mist respirators, and forced air respiratory protection systems.

When respirators are required, it is the responsibility of the employer to provide the correct respirator and to establish and maintain a respiratory protective program for the respiratory equipment and the user employee(s) which includes:

- (1) Procedures - Written standard operating procedures governing the selection, use and maintenance of respirators.
- (2) Selection - Respirators must be NIOSH approved and selected in accord with American National Standard (ANS) practices for Respiratory Protection Z88.2-1980 (see attachment B).
- (3) User Instruction - The user must be trained in the proper use and fit and the limitations of a respirator. A training log must record the date, type of instruction and the signature of the employee verifying that such training occurred.
- (4) Cleaning - Respirators shall be regularly cleaned and disinfected.
- (5) Inspection and maintenance - Respirators must be inspected and maintained to retain their original effectiveness.
- (6) Storage - Respirators are to be stored in a convenient, clean and sanitary location.
- (7) Exposure surveillance - Regular inspections by the immediate supervisor must be conducted to assure compliance with this policy.

(8) Physical condition of employees - Employees must be physically fit to use the respirator as determined by a physician.

(9) It is the employee responsibility to use the provided respiratory protection in accordance with the instructions and training received. Employees must also comply with the Department of Natural Resources' grooming standards (see Office of Special Services, Program Advisory No. 7).

#### D. Procedures

1. The immediate supervisor will determine the need for respiratory protection from the Material Safety Data Sheet supplied upon purchase of the materials to be used or as directed by a specific program activity such as structural fire control. (see also Forest Management Division policy entitled "Structural Fire".) Work assignments of particular concern are those in pest management, recreation site maintenance, at the forest nurseries, forest cultivation, the sign shops (wood dust may be toxic), and at the vehicle repair shops including the paint booths.

2. The region, district or unit leader at the Forest Fire Experiment Station will determine the correct NIOSH approved respirator and filter for the material to be used as determined from the Material Data Safety Sheet. Assistance in determining the correct respirator may be obtained from the manufacturer, Forest Management Division Safety Officer or the DNR-Office of Special Services at 517-373-1188. The purchase of a respirator shall include a request for an instruction sheet which details how the respirator is to be used and a hazard description of what the respirator filters. The correct respirator and filter must be specified for each task.

NOTE: It may be more practical to purchase a respirator designed to filter more than one hazard; e.g., with changeable cartridges and filters than a respirator for a single use. Disposable respirators may also be considered. This is to be determined by the regions, district or unit leader at the Forest Fire Experiment Station based on unit needs.

3. The region, district, area forest manager, nursery superintendent or unit leader of the Forest Fire Experiment Station, having read attachments A and B, will provide training to employees and their supervisor in the correct use, fit, maintenance and storage of respirators. The specific instructions for each respirator are detailed on the instruction sheet provided by manufacturer (see attachment D) and on the Material Safety Data Sheets for each material to be used. A record of the training which the employees signs as having received is to be retained at the employee's place of work for a permanent record with a copy forwarded to the next level of supervision (District) for example if the training is provided by the Area Forest Manager).

Training requirements for the use, fit, maintenance, and storage of self-contained breathing apparatus are described in the Forest Management Division policy entitled "Structural Fire".

Training for the use, fit, maintenance and storage of air-line respirators such as those used in vehicle paint booths is to be provided by the manufacturer.

4. Respirators (self-contained breathing apparatus excepted) are to be purchased for the individual. The employee is responsible for the sanitation, maintenance, and proper storage of the respirator as described on the instruction sheet. Respirators are not to be repaired without the approval and determination by the supervisor that the repair will not affect the function of the respirator.

5. The region, district, area forest manager, nursery superintendent or unit leader at the Forest Fire Experiment Station must perform a fit test before the respirator is used in application. The test consists of (1) A positive pressure fit test. "Place palm of hand or thumb over the hole in the exhalation valve cover and exhale gently in the exhalation valve cover to cause a slight positive pressure inside the face piece. If the face piece bulges slightly and no air leaks between the face and face piece are detected, a proper fit has been obtained. If air leakage is detected, reposition the respirator on the face and/or readjust the tension of the headbands to eliminate the leakage"; (2) A negative pressure fit test. "Place palm of hands or surgical gloves over the cartridges and/or filters, inhale gently and hold breath for five to ten seconds. If the face piece collapses slightly, a proper fit has been obtained. If air leakage is detected, reposition the respirator on the face and/or adjust tension of the headbands to eliminate the leakage." (3) A qualitative fit test as described in ANS Z88.2-1980 (see attachment B).

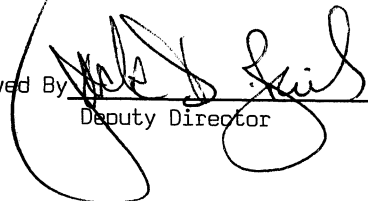
6. The immediate supervisor of the employee/user shall establish a program with written procedures for the maintenance and care of the respirator specific to the working condition and hazards involved and shall include:

- a. Inspection for detects (including a leak check)
- b. Cleaning and disinfecting procedure
- c. Replacement
- d. Storage

7. Exposure surveillance - Region, district, area forest managers, nursery superintendent or the unit leader for the Forest Fire Experiment Station will evaluate the respirator program annually in accordance with ANS Z88.2, Part 10.

8. A physician's determination that an employee is physically able to use a respirator must be made before an employee can use one and periodically thereafter (see Attachment C Appendix D). Employees within the Forest Management Division are to follow the guidelines established in the Department of Natural Resources Employee Health Monitoring Program. Attachment C (see also Forest Management Division policy entitled "Structural Fire").

Approved By

  
Deputy Director

6-28-85  
Date