



PROCEDURE

Title: **RESPIRATORY PROTECTION PROGRAM**

Procedure No.: **2005f**
Effective Date: **2001 March 06**

Department: Organizational Support Services – Human Resources

Reference(s): - Health and Safety Policy

To provide a safe and healthy working and learning environment for its staff and students, the Thames Valley District School Board has developed the following procedure for the selection, use, maintenance and storage of respiratory protection equipment.

Respirators are to be used when airborne contaminants cannot be controlled by engineering methods or when required by regulation.

1.0 Responsibility

- 1.1 Each Principal/Building Manager in consultation with the Department Head/Supervisor is responsible to:
 - Identify functions which require the use of a respirator,
 - Provide and maintain appropriate respirators,
 - Ensure they have staff trained in the fit, use and care of respirators using the Respirator Program.
- 1.2 Each Department Head/Supervisor will:
 - Ensure users are trained in the use and care of respirators,
 - Ensure respirators are worn when required.
- 1.3 Each Worker (Respirator User) will:
 - Use the respirator in accordance with instruction and training (ensure proper fit, change filter cartridges if equipped as required) and report deficiencies to their Department Head/Supervisor,
 - Clean, inspect and store the respirator in a proper manner,
 - Report any respirator malfunction immediately.
- 1.4 Health and Safety will:

Co-ordinate the Respirator Program Procedure and provide technical and regulatory assistance in the selection and use of respirators.

Note: Air purifying respirators are not to be used in oxygen deficient atmospheres. Some users may require medical clearance for respirator use.

Administered By: **Organizational Support Services – Human Resources**

Amendment Date(s): 2018 Jan 23