



**SCHOOL DISTRICT NO. 22  
(VERNON)**

Respiratory Protection – Best Practice 006

**Table of Contents**

1.0 Introduction ..... 2

2.0 Scope ..... 2

3.0 Responsibilities ..... 2

    3.1.1 Employer ..... 2

    3.1.2 Supervisor ..... 2

    3.1.3 Health and Safety ..... 3

    3.1.4 Worker ..... 3

4.0 General ..... 4

5.0 Respirator fitting ..... 4

6.0 Worker training ..... 5

7.1 Proper use of respirators ..... 6

    7.1.1 General ..... 6

    7.1.2 Cleaning ..... 6

    7.1.3 Faulty Equipment ..... 7

    7.1.4 Seal check ..... 7

8.0 Appendix A – Donning Poster ..... 8

9.0 Appendix B – Respirator pre use checklist ..... 10



## SCHOOL DISTRICT NO. 22 (VERNON)

### Respiratory Protection – Best Practice 006

## 1.0 Introduction

The purpose of the Respiratory Code of Practice (RCOP) is to establish guidelines governing the selection, maintenance and use of respiratory protection equipment (RPE) used by District 22 staff.

## 2.0 Scope

This practice applies to any worker who may work in a contaminated atmosphere.

## 3.0 Responsibilities

### 3.1.1 Employer:

Implement a Respiratory Code of Practice which is designed and organized to ensure respirators are properly selected, used and maintained by District 22 personnel, and to meet the provincial legislation

### 3.1.2 Supervisor:

- Ensuring that health screening, fit testing, and training are completed prior to assigning a user any task that requires the use of a respirator;
- Ensuring that respirators are cleaned, sanitized, inspected, maintained, repaired, and stored in accordance with written instructions and manufacturer's recommendations;
- Ensuring respirators are used in accordance with the instructions, the training received, and the safe operating procedures established for the workplace;
- In the case of a tight-fitting face piece, ensuring respirator users maintain their required clean-shaven condition, and do not have any object or material that would interfere with the seal or operation of the respirator;
- Ensuring that changes to processes, equipment, or operating procedures that may have an impact on environmental conditions, and respiratory protection requirements are appropriately assessed;
- Providing adequate storage facilities and encourage proper equipment maintenance;
- Consulting with OHS when determining the need and selection of respiratory protective



## SCHOOL DISTRICT NO. 22 (VERNON)

### Respiratory Protection – Best Practice 006

equipment.

#### **3.1.3 Health and Safety Officer or Designate**

Occupational Health and Safety is responsible for:

- Reviewing the health status of all personnel who may be required to wear respiratory protective equipment in the completion of their assigned tasks;
- Assisting (when requested or necessary) with the selection of appropriate respiratory protection;
- Providing respiratory education/training;
- Providing fit testing and/or fit test training for the organization;
- Establishing medical evaluation and surveillance procedures; and

#### **3.1.4 Worker:**

Each employee required to wear a respirator is responsible for:

- In the case of a tight-fitting face piece, maintaining their clean-shaven condition, and refrain from having any object or material that would interfere with the seal or operation of the respirator;
- Checking the respirator and ensuring it is clean and in good operating condition prior to each use;
- Performing a negative and/or positive pressure user seal-check when donning a tight-fitting respirator;
- Removing from service a respirator that is determined to be defective and report to their immediate supervisor;
- Reporting to their supervisor any condition or change that may impact on their ability to use a respirator safely;
- Using the respirator in accordance with the written instructions and training received; and
- Ensuring that their respirators are protected against physical damage, kept clean and stored in a safe location or disposed of as required



## SCHOOL DISTRICT NO. 22 (VERNON)

### Respiratory Protection – Best Practice 006

#### 4.1 General

Air purifying respirators work on the principle of removing toxic contaminants from the air but cannot be used:

- When the breathing atmosphere contains less than 19.5% oxygen, and
- When the toxicity of the breathing space exceeds the protection factor of the respirator.

**Note:** The selection of a respirator is critical in order to protect the worker adequately.

Breathing air respirator cartridges shall be carefully selected to address the current atmospheric hazards of the workplace.

It is critical that the correct respirator cartridge be selected for the atmospheric hazard present or suspected. Not all cartridges are effective for all situations.

The following is the color-coding standard for air purifying respirator cartridges:

Black	<ul style="list-style-type: none"><li>• Organic vapors (hydrocarbons).</li></ul>
White	<ul style="list-style-type: none"><li>• Acid gases (which combined with water in human tissue will form an acid (e.g., Sulphur Dioxide).</li></ul>
Green	<ul style="list-style-type: none"><li>• Ammonia, Methylamine.</li></ul>
Yellow	<ul style="list-style-type: none"><li>• Organic vapours and acid gases.</li></ul>
Purple	<ul style="list-style-type: none"><li>• HEPA (High Efficiency Particulate Air) filter for Asbestos.</li></ul>










#### 5.0 Respirator fitting

To fit properly and provide protection, respirators that are designed to fit the face, such as rubber half-masks, must have an effective seal. Workers using this type of respirator must be clean-shaven in the area where the respirator seals with the face (i.e., no visible stubble). Workers will receive a fit test once a year. The safety officer will arrange fit testing and keep records of the results of these tests. District 22 utilizes quantitative fit testing following the procedures outlined in CSA Standard CAN/CSA-Z94.4-02, Selection, Use, and Care of Respirators.



**SCHOOL DISTRICT NO. 22  
(VERNON)**

Respiratory Protection – Best Practice 006

ACCEPTABLE		
		
The shaded portions are your respirator seal areas. Facial hair <b>IS NOT PERMITTED</b> on these portions of the face.	Clean Shaven	Narrow Moustache
UNACCEPTABLE		
		
Full Beard	Goatee and Narrow Moustache	Goatee and Wide Moustache
		
Extended Side Burns	Fu Manchu Moustache	Wide Moustache

### 6.1 Worker training

Every worker who may have to wear a respirator will be trained in the proper use of the respirator. Both the worker and his or her supervisor will receive this training. The training includes:

- Description of the type and amount of exposure



## SCHOOL DISTRICT NO. 22 (VERNON)

### Respiratory Protection – Best Practice 006

- Description of the respirator
- The intended use and limitations of the respirator
- Proper wearing, adjustment, and testing for fit
- Cleaning and storage methods
- Inspection and maintenance procedures

This training is repeated as often as necessary, at least annually, to ensure that workers remain familiar with the proper use of the respirators. A record will be kept of this training. The training program is evaluated at least annually to determine that it continues to be effective.

Always refer to the manufacturer's respirator instruction manual for information.

## 7.1 Proper use of respirators

### 7.1.1 General

Corrective eyewear or other equipment must not interfere with the seal of the respirator. No covering that passes between the respirator facepiece and the wearer's face can be used. Respirators will be inspected before and after each use. Straps, valves, cartridges, other respirator parts, and general cleanliness will be checked. See the respirator instruction manual. User seal checks will be performed, where applicable, by respirator users each time they put on their respirators. High contaminant levels and other factors such as high humidity can affect filters or cartridges. Workers noticing a resistance to breathing, a smell or taste of chemicals within the respirator, or an irritation must immediately leave the work area and report to their supervisor. After an investigation rules out other reasons, such as failure of ventilation systems, respirators must be checked and new filters or cartridges installed.

When wearing respirators, workers experiencing any of the following must leave the contaminated area:

- Nausea
- Dizziness
- Eye irritation
- Unusual odour or taste
- Excessive fatigue
- Difficulty breathing

The program administrator will determine whether or not a worker may be allowed to wear a respirator. Where there is any doubt on the part of the worker or program administrator about the worker's ability to wear a respirator, the worker is to be examined by a physician. Certain medical conditions, such as lung disease (e.g., asthma or emphysema) or heart disease, may affect the worker's ability to wear a respirator.

### 7.1.2 Cleaning

Cleaning, maintenance, and storage of respirators. Respirators will be maintained, cleaned, and stored as described by the manufacturer's instructions. Where respirators are shared, they will be cleaned and sanitized after each use. Follow the manufacturer's recommendations for sanitizing.



## SCHOOL DISTRICT NO. 22 (VERNON)

### Respiratory Protection – Best Practice 006

The following procedure can be used to clean and sanitize most respirators:

1. Remove any filters, cartridges, or canisters.
2. Wash the respirator (and associated parts) in warm water mixed with a mild detergent (or a mild detergent plus bleach).
3. Rinse the respirator in clean, warm water.
4. Wipe the respirator with disinfectant wipes (70% isopropyl alcohol) or a sanitizing foam to kill germs.
5. Air-dry in a clean area.
6. Reassemble the respirator (e.g., replace the cartridges).
7. Place in a clean, dry plastic bag (or other container).

### 7.1.3 Faulty Equipment

If a worker discovers a fault or defect in a respirator, the worker will bring it to the attention of the supervisor. The worker or supervisor will attempt to repair the defective respirator. If the respirator cannot be repaired, it will be given to the program administrator. The program administrator will then do one of the following:

- Perform a simple fix, such as replacing a valve or head strap.
- Take the respirator out of service until it can be repaired.
- Dispose of the defective respirator and provide a new one.
- After inspection, cleaning, and necessary repairs, respirators will be properly stored in plastic bags.

Inspections will be completed prior to use. See appendix B

### 7.1.4 Seal check

You must do a seal check each time you put on your respirator.

Before doing any seal check, make sure your respirator has all its inlet and exhaust valves. Make sure that the valves are in good condition and lie flat. Doing these checks will help you tell whether you have a good seal and whether the valves are in place and working. If the respirator is to be used with any other PPE — such as goggles, hearing protection, or a hard hat — all seal checks must be done while you are wearing this equipment.

See Donning instruction poster Appendix A

See Respirator inspection form Appendix B



## Respiratory Protection – Code of Practice

### **8.0 Appendix A – Donning poster**



# Honeywell North® Half-Mask Respirator Donning Instructions

Honeywell Industrial Safety offers a line of Honeywell North Half-Mask respirators that are designed to minimize the breathing of airborne contaminants. But, they must be worn correctly to provide the protection required by NIOSH standards. Before you use your Honeywell North respirator, you should learn how to inspect it, don it, and use it in an emergency. You must become familiar with it in uncontaminated air. This information is covered as part of a complete Respirator Training Program. If you have any questions on this respirator or how to use it, see your supervisor.

Your Honeywell North respirator must be:

- Properly fitted to your face during a routine (usually annual) fit test
- Kept clean and in good working condition
- Worn correctly every time

**This poster demonstrates how to inspect and put on your Honeywell North half mask respirator.**



7700



RU8500



RU8800



5500

## INSPECTION:

Inspect the respirator before each use. If any parts are missing or damaged, replace those parts or the entire mask.



Check the facepiece to make sure it is in good condition, without any holes or tears. Check the cartridge connectors to make sure they are not cracked and are fully inserted into the mask.



Check all the valves to be sure they are present and in good condition. They should be lying flat, without any distortion, tears or holes.



Check the headstraps to be sure they have not lost their elasticity. Make sure the straps are not twisted.

## ASSEMBLY OF FILTERS AND CARTRIDGES:

If replaceable particulate filters are not used, go to step 6.



For pad filters only: Insert the pad filter into the filter cover following the directions on the filter so it is facing the correct direction.



Place the pad filter support on top of the cartridge, "groove side up". Then, snap the filter cover onto the cartridge or N750037 filter holder and cover (if a cartridge is not being used).



Thread the cartridges or filter assemblies onto the cartridge connectors in the facepiece. Be careful not to overtighten.

## PUTTING ON YOUR RESPIRATOR:

If you use eyewear or a hard hat, first complete the respirator donning process – including seal checks with cartridges. Then, you may don other PPE.



Adjust the respirator head straps and clips to their full outward position.



With one hand holding the respirator, place your chin inside the chin cup and the top of the respirator over your nose.



With your other hand, position the plastic straps so they are centered on your head. Remove any slack in the upper straps by pulling the two end tabs back and toward your ears. DO NOT TIGHTEN AT THIS TIME.



Fasten the bottom elastic straps behind your neck and under your hair. Remove any slack in the bottom straps by pulling the end tabs in the back towards the front. DO NOT TIGHTEN AT THIS TIME.



Tighten the upper head straps in small, equal increments to ensure the top half of the respirator is tightened evenly and centered on your face.



Tighten the lower head straps by pulling evenly on the end straps in the back of the respirator until the entire respirator is snug, comfortable and centered on your face.



Gently pull the respirator away from your face and maneuver it to assure it is centered, comfortable and snug. Plastic loops on the top straps slide back to hold down any loose strap material.

## USER SEAL CHECK:

A positive and negative pressure User Seal Check assures you the respirator is seated correctly and in good working order. Before performing seal checks, exhale vigorously.

If any air leaks are detected during either check, reposition the facepiece and/or readjust the head straps including loosening the straps, if they have been overtightened. Repeat the seal check(s) until a seal is obtained.



Positive Pressure Seal Check: Place the palm of your hand over the exhalation valve so it is completely sealed and exhale gently. If you have a good seal, the facepiece will be pushed away from your face very slightly.



Negative Pressure Seal Check: Place the palm of each hand over the two cartridges or filters so they are completely sealed and inhale. Hold your breath for 5 seconds. If you have a good seal, the facepiece will be pulled inward toward your face.

For more information  
[www.honeywellsafety.com](http://www.honeywellsafety.com)  
Technical Service: 800.873.5242

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900 Douglas Pike  
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US  
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CANADA  
Phone: 888.212.7233  
Fax: 888.667.8477





## 9.0 Appendix B - Respirator pre use checklist

**Respirator Pre Use Checklist**

Name:			Date:		
Respirator ID:					
<b>Face Piece</b>		<b>Yes</b>	<b>No</b>		
Folds, creases, distortion on face piece					
Broken fittings (ex strap holder)					
Dirt					
Warped surfaces					
<b>Straps</b>		<b>Yes</b>	<b>No</b>		
Lack of elasticity					
Broken or faulty buckles					
<b>Valves</b>		<b>Yes</b>	<b>No</b>		
Missing or damaged					
Residue on the valves					
Curled valves					
<b>Cartridge</b>		<b>Yes</b>	<b>No</b>		
Proper cartridge for the job					
Crack Free					
Clean					
Not expired					
		<b>Yes</b>	<b>No</b>		
Have you been fit tested this year					
Are you clean shaven					

**If anything is not satisfactory then you can not proceed with the job.**