

Procedure
12.16

EFFECTIVE
DATE
9-27-22

Eugene
Police Department



Respiratory Protection Program

12.16.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department employees with a safe and healthful working environment by providing, and requiring the use of, appropriate respiratory protection for those employees who may work in a hazardous atmosphere. This policy will define requirements regarding selection, use, and maintenance of all relevant types of respirators (e.g., gas masks, cartridge and canister type respirators, dust/mist respirators). The Employee Resources Center (ERC)/ Risk Services bears overall responsibility for the City's respiratory protection program. More detailed information on topics covered in this policy can be obtained in the City's Respiratory Protection Program Policy and the *Code of Federal Regulations (refer 29 CFR 1910.134.)*

This policy applies to all police officers and community service officers. Division managers may designate other individuals and/or positions who will be subject to this program if the person's assignment may require them to work in a hazardous atmosphere where respiratory protection would be required.

12.16.2 EMPLOYEE RESPONSIBILITIES

- a. Complete the required medical evaluation prior to being fit-tested and using the respirator. (Note: Except for reporting to the City any recommended limitations on an employee's use of a respirator and recommendations for any follow-up medical evaluations, the content of this evaluation and records will be retained by the City Physician. Recommendations listed above received by the City will be retained in the applicable employee's medical file at ERC.)
- b. Employees must wear the respirator when required and as trained. Only those respirators provided by the City, and in which employees have received training may be worn. Except for non-sealing filtering face pieces (e.g., dust masks), employees may only use a respirator for which they have been fit-tested.
- c. A user seal check (i.e., positive and negative pressure checks) must be performed each time the respirator is donned for use in a hazardous atmosphere.

- d. While using the respirator, to avoid possibly compromising the seal and proper functioning of the respirator, tobacco products should not be used and chewing gum, or candy, or other food substances should not be in employee's mouth.
- e. If a respirator with a tight-fitting facepiece is used, employees may not have facial hair which comes between the sealing surface of the facepiece and the face, or which interferes with valve function when using or being fit-tested for the respirator. (For purposes of this policy, the term "tight-fitting facepiece" means a respiratory inlet covering that forms a complete seal with the face.)
- f. Employees should immediately exit a hazardous atmosphere in the event of a respirator malfunction or failure. The respirator should not be removed while in the hazardous atmosphere and they should not re-enter the hazardous atmosphere until they have a properly working respirator.
- g. Any respirator issued to employees should be inspected after each use, during cleaning, and at least monthly.
- h. Any malfunction of the respirator should be reported to the employee's supervisor as soon as possible.
- i. Employees should guard against any mechanical damage to the respirator and should not perform any unauthorized repairs or alterations to the respirator.
- j. The respirator should be cleaned as instructed and stored in a clean, sanitary location that protects it from damage or contamination. The respirator should be packed or stored in a manner that prevents deformation of the face piece and/or exhalation valve.
- k. Canisters or cartridges should not be removed from their packaging until the time they are to be placed/installed on the respirator.
- l. The NIOSH approval label must not be removed from any filter, cartridge, or canister and employees should ensure that pertinent information on the label remains legible.

12.16.3 SUPERVISOR RESPONSIBILITIES

- a. Ensure that any employee under their supervision who is subject to this policy:
 - 1. has received proper training in the use of, and has been fit-tested for, every respirator type that the employee is required to wear.
 - 2. Is wearing the proper respirator while performing any task requiring a respirator, and
 - 3. receives annual fit-testing for each type of respirator they are required to wear.

12.16.4 DEPARTMENT RESPONSIBILITIES

- a. The Eugene Police Department will:
 1. Ensure the availability of properly certified respirators adequate to protect the health of employees in hazardous atmospheres under routine and reasonably foreseeable emergency situations.
 2. Provide enough respirator models and sizes so that the respirator correctly fits the user.
 3. Establish procedures for the required medical evaluation and ensure that evaluation is completed before an employee uses a respirator in the course of their duties. The department will determine, based on the medical information provided, whether an employee is authorized to use a respirator.
 4. Provide adequate storage facilities for respirators and accessories and ensure proper equipment maintenance.
 5. Complete respirator fit testing:
 - a. Before an employee is required to use a respirator, they must be fit-tested with the same make, model, style, and size of respirator that will be used following an approved fit-testing protocol.
 - b. The fit testing must be completed while the employee is wearing any other items of personal protective equipment that the employee is required to wear with the respirator (e.g., helmet, safety glasses, mask-mounted radios.)
 - c. Fit testing must be completed anytime a different respirator face piece is used, and anytime an employee reports, or a supervisor observes, changes in an employee's physical condition which could affect respirator fit (e.g., facial scarring, dental changes, cosmetic surgery, obvious changes in body weight.)
 - d. Fit testing must be conducted at least annually.
 - e. If an employee notifies the department that the fit of the respirator is unacceptable, the employee will be given a reasonable opportunity to select a different respirator face piece and be fit-tested with the new face piece.
 - f. The department will maintain a record of fit tests conducted until the next fit test is administered. (Risk Services will maintain a master list of employees trained and tested.)
 6. In consultation with Risk Services, the department will ensure timely and proper change-out of respirator canisters and cartridges with the replacement schedule based on such factors as recommendations from the manufacturer,

canister/cartridge expiration date, contaminant characteristics, environmental factors, and user factors.

7. Confirm proper inspection of any respirator not issued to an individual for their exclusive use on at least a monthly basis.
8. Ensure proper repair or replacement of any respirator or respirator component found to be defective or which fails to function properly.
9. Confirm that required training is conducted and properly documented.
10. Conduct periodic evaluations (at least annually) to ensure that the Respiratory Protection Program is being properly implemented and is effectively meeting its goals.



Chris Skinner
Chief of Police