



## Respiratory Protection Program Component Checklist

### How to Use this Checklist

Each numbered item below is a component that must be included in the respiratory protection program.

Each check box under the number components indicates what you should expect to be included under each required component.

<b>1. Roles &amp; Responsibilities</b>
<input type="checkbox"/> Employer
<input type="checkbox"/> Program Administrator (PA)
<input type="checkbox"/> Employee
<input type="checkbox"/> Supervisor
<input type="checkbox"/> Person Selecting Respirators
<input type="checkbox"/> Fit Tester
<input type="checkbox"/> Maintenance Personnel
<input type="checkbox"/> Health Care Professional
<input type="checkbox"/> Others – Visitors, Patients, Contractors
<input type="checkbox"/> JHSC

<b>2. Hazard &amp; Risk Assessment</b>
<input type="checkbox"/> Identify the hazards
<input type="checkbox"/> Assess the risks against applicable standards
<input type="checkbox"/> Control the risks
<input type="checkbox"/> Evaluate effectiveness of controls

**3. Respirator Selection**

- Consider evidence-based contaminant-specific best practices, or IPAC guidance
- Use CSA's control-banding approach in the absence of regulatory requirements or industry-specific requirements/standards
- Complete by a qualified person(s) and consult relevant experts, if needed
- Document the factors involved in the selection process

**4. Health Surveillance**

- Completed prior to fit-testing and respirator use
- Must be documented and may need to be repeated
- Determines *physiological* or *psychological* conditions that may preclude respirator use
- Health information must be kept confidential
- Screening can be utilized to identify user suitability or flag workers who may have health concerns
- Medical evaluation must be completed by a health care professional

**5. Training**

- Must be comprehensive and complete
- Include the care and practical use of respirators, limitations, repair and maintenance
- Written instructions must be provided to workers
- Verify core competencies of fit-testers
- Document and maintain accurate records
- The PA determines training requirements and frequency

**6. Fit-Testing**

- Fit-testing is required for all tight-fitting respirators
- Fit-testing is *after* an employee has completed a health assessment and training, but *prior* to the initial use of a respirator
- Fit-tester should be competent in fit-testing protocols, as well as able to verify effective seal, comfort and fit
- Fit-tester should also be able to manage the overall fit-testing process and verify certain key aspects
- Qualitative
- Quantitative
- Both

**7. Use of Respirators**

- Employers must make sure that workers know how to properly use their PPE
- Users must be able to effectively don and doff their PPE
- Must be able to complete a user seal check
- Respirators must be free of interferences

**8. Care of Respirators**

- Dispose of after use with *infectious bioaerosols*, as directed by the manufacturer (exception, inert dusts)
- Replace when they become damaged, soiled, unhygienic; or based on the change-out schedule
- Store outside of contaminated area and protect against other potential hazards
- Method of storage that ensures respirators do not expire
- Inspect before and after each use in accordance with manufacturer's instructions
- Store in a manner that will protect against any potential hazard that could have a detrimental effect

**9. Program Evaluation**

- Changes in legislation, standards and guidelines
- Policy, procedure and work instruction review
- Proper selection, use and care of respirators
- Records review and results of fit testing
- Demonstration of competencies and effective training
- Concerns raised by respirator user (including comfort)
- Incidents, injuries or illnesses attributed to respirator use

**10. Record Keeping**

- Appropriate records must be kept of all respiratory protection program activities
- All record keeping forms included as appendices to program