

# 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.

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| Roles & Responsibilities |
| Employer |
| Program Administrator (PA) |
| Employee |
| Supervisor |
| Person Selecting Respirators |
| Fit Tester |
| Maintenance Personnel |
| Health Care Professional |
| Others – Visitors, Patients, Contractors |
| JHSC |

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| Hazard & Risk Assessment |
| Identify the hazards |
| Assess the risks against applicable standards |
| Control the risks |
| Evaluate effectiveness of controls  |

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| 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 |

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| 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 |

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| 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 |

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| 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 |

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| 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 |

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| 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 |

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| 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 |

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