



All DeLong's Facilities

Procedure #:
CS-029

Voluntary Respiratory
Protection Program

Rev 1

1. Purpose:

1.1 This Voluntary Respiratory Protection Program is necessary to comply with Occupational Safety and Health Administration (OSHA) regulations stipulated in 29 CFR 1910.134(c)(2)(ii). The purpose of this program is to ensure worker safety when voluntarily using a respirator (other than filtering facepieces i.e. disposable dust mask).

2. References:

2.1 29 CFR 1910.134

3. Responsibility

3.1 The EHS Specialist is the Program Administer and is responsible for administering the Voluntary Respiratory Protection Program. Duties of the program administer include:

- 3.1.1 Provide the information contained in Appendix D in 29 CFR 1910.134 ("Information for Employees Using Respirators When Not Required Under the Standard");
- 3.1.2 Ensuring proper storage and maintenance of respiratory protection equipment;
- 3.1.3 Administering the medical surveillance program (if needed);
- 3.1.4 Maintaining records required by the program;
- 3.1.5 Evaluating the program;
- 3.1.6 Updating written program, as needed.

3.2 Employees are responsible for complying with DeLong's, Inc. policies on the use of the respirators.

4. Program Review and Update

4.1 The Voluntary Respiratory Protection Program will be reviewed or updated whenever there are new equipment or personnel changes that might affect the program. The Program Administrator will conduct periodic evaluations of the workplace to ensure that the provisions of this program are being implemented. The evaluations will include regular consultations with employees who use respirators and their supervisors, site inspections, air monitoring and a review of records.

5. Selection of Respirators

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5.1 All respirators used shall be certified by the National Institute of Occupational Safety (NIOSH), and respirators shall be used for protection against only those air contaminants for which they are approved.

6. Training

6.1 The EHS Specialist will provide training to voluntary respirator users and their supervisors on Appendix D in 29 CFR 1910.134 ("Information for Employees Using Respirators When Not Required Under the Standard"). All affected employees and their supervisors will be trained prior to using a respirator in the workplace. Supervisors will also be trained prior to supervising employees that wear respirators.

7. Medical Evaluations

7.1 If an employee chooses to wear a filtering facepiece voluntarily, a medical evaluation is not required. However, if an employee chooses to wear an Elastomeric or Atmosphere-Supplying respirator voluntarily, a medical evaluation will be provided. Employees will either be provided a copy of the medical questionnaire in Appendix C of 29 CFR 1910.134 OR provided an initial medical examination that obtains the same information as the questionnaire.

7.2 If using the medical questionnaire, employees are required to fill out the questionnaire in private and send or give them to Dr. Elliott at SSM Occupational Health. Completed questionnaires are confidential and will be sent directly to medical provider without review by management.

7.3 If the medical questionnaire indicates to our medical provider that a further medical exam is required, this will be provided at no cost to our employees by DeLong's, Inc. We will get a recommendation from this medical provider on whether or not the employee is medically able to wear a respirator.

7.4 Additional medical evaluations will be done in the following situations:

7.4.1 Our medical provider recommends it;

7.4.2 Our respirator program administrator decides it is needed;

7.4.3 An employee shows signs of breathing difficulty;

7.4.4 Changes in work conditions that increase employee physical stress (such as high temperatures or greater physical exertion).

8. Cleaning

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- 8.1 Respirators issued for the exclusive use of an employee shall be cleaned as often as necessary.
- 8.2 The following procedure is to be used when cleaning and disinfecting respirators:
- 8.2.1 Disassemble respirator, removing any filters, canisters, or cartridges.
 - 8.2.2 Wash the facepiece and associated parts in a mild detergent with warm water. Do not use organic solvents.
 - 8.2.3 Rinse completely in clean warm water.
 - 8.2.4 Wipe the respirator with disinfectant wipes (70% Isopropyl Alcohol) to kill germs.
 - 8.2.5 Air-dry in a clean area.
 - 8.2.6 Reassemble the respirator and replace any defective parts.
 - 8.2.7 Place in a clean, dry plastic bag or other airtight container.
- 8.3 Note: The Program Administrator will ensure an adequate supply of appropriate cleaning and disinfecting material at the cleaning station. If supplies are low, employees should contact their supervisor, who will inform the Program Administrator.

9. Maintenance

- 9.1 Respirators will be inspected for damage, deterioration or improper functioning and repaired or replaced as needed. Respirators are to be properly maintained at all times in order to ensure that they function properly and adequately protect the employee. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or deteriorated parts will be replaced prior to use. No components will be replaced, or repairs made beyond those recommended by the manufacturer.

10.Storage

- 10.1 Respirators must be stored in a clean, dry area, and in accordance with the manufacturer's recommendations. Each employee will clean and inspect their own air-purifying respirator in accordance with the provisions of this program and will store their respirator in company designated respirator resealable bags. Each employee will have his/her name on the bag and that bag will only be used to store that employee's respirator.

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