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1. STATEMENT OF POLICY

Westminster College (College) is committed to providing a safe and healthy campus for its community; and as such recognizes the importance of ensuring that users of respiratory protective equipment are using the correct respirators for specific tasks or work areas, and are doing so safely. This will be accomplished through training, ensuring that respiratory protective equipment is adequate for assigned tasks or work areas, and through adhering to regulatory requirements for medical evaluations and fit testing.

2. PURPOSE

The purpose of this document is to establish the respiratory protection program for the College, ensuring that individuals required to wear respirators for their assigned tasks have been medically evaluated, trained, and fit-tested for the respirator(s) suitable for protecting them from respiratory hazards; and to comply with the contents of the OSHA Respiratory Protection standard (29 CFR 1910.134).

3. SCOPE

The scope of this program includes all College activities which have been determined to require the use of a respirator to accomplish safely, as well as the voluntary use of respiratory protective equipment.

4. DEFINITIONS

**Filtering Facepiece / Dust Mask:** a type of respirator is a negative pressure particulate respirator with a filter as an integral part of the facepiece, or the facepiece is entirely composed of the filtering medium.

**Fit test:** the use of a protocol to quantitatively or qualitatively evaluate the fit of a respirator on an individual.

**IDLH:** Immediately Dangerous to Life and Health, a term which refers to an atmosphere which is extremely hazardous, whether through the presence of airborne contaminants or oxygen deficiency.

**NIOSH:** the National Institute of Occupational Safety and Health, a research organization established by the Occupational Safety and Health Act of 1970, which is part of the U.S. Center for Disease Control. NIOSH tests and approves respirator types and models for use in the workplace. All respirators and filtering facepieces/dust masks in use at the College must be NIOSH-certified.
**Respirator:** a protective device that covers the nose and mouth or the entire face or head to guard the wearer against hazardous atmospheres.

**Tight-fitting Respirator:** half-mask respirator which covers the mouth and nose, or a full facepiece respirator which covers the face from the hairline to below the chin, either of which are intended to create a tight seal against the skin in order to protect the wearer from hazardous atmospheres.

**Loose-fitting Respirator:** a hood or helmet which covers the entire head of the wearer, and is not intended to create a tight seal.

**Air-purifying Respirator:** a type of respirator which uses canisters, filters, or cartridges to trap airborne contaminants when the wearer intakes breath, preventing those contaminants from being inhaled.

**Atmosphere-supplying Respirator:** a type of respirator which provides clean, breathable air to the wearer from an uncontaminated source. Generally, these types of respirators are used for the most hazardous atmospheres.

**Service Life:** the period of time that a respirator, filter, cartridge/canister, or other sorbent provides adequate protection to the wearer.

## 5. ROLES AND RESPONSIBILITIES

### College Leadership

College leadership is responsible for enacting its commitment to provide a safe and healthy workplace for faculty, staff, and students by endorsing the content of this plan and allocating the necessary resources to comply with its requirements.

### Director of Campus Safety

The Director of Campus Safety is responsible for administering this plan, reviewing the plan on an annual basis and revising it as needed, maintaining the required records as part of administering the plan, and ensuring that training is conducted according to the plan.

### Human Resources

Human Resources is responsible for maintaining all records related to workers compensation claims.
College of Arts and Sciences Faculty and Staff

The College of Arts and Sciences Faculty and Staff are responsible for notifying the Director of Campus Safety of the need to use respirators for a specific procedure or task, to ensure that this is conducted according to the requirements of this policy and program.

Facilities and Maintenance Staff

Facilities and Maintenance Staff are responsible for notifying the Director of Campus Safety of the need to use respirators for a specific procedure or task, to ensure that this is conducted according to the requirements of this policy and program.

Supervisors

Any College employee acting in a supervisory capacity to another College employee or contract employee must ensure that employees under their supervision are medically evaluated prior to wearing a respirator as required by a specific task, that those employees are fit-tested with the respirator(s) to be used, and that employees using respirators receive all required training. This can be accomplished by notifying and working with the Director of Campus Safety.

College Employees

All employees of the College (whether faculty, staff, or student employees) covered by this plan are responsible for adhering to the plan’s requirements, ensuring that respirators provided for their use are cleaned and maintained according to the manufacturer’s requirements, and for reporting any issue which may have an impact on their respiratory protection to their supervisors.

6. RESPIRATORY PROTECTION PROGRAM

A. Procedures for Respirator Selection

Where possible, it is the preference of the College to employ engineering or other higher-level controls to address respiratory hazards.

When a respirator is required, however, the specific respirator(s) assigned for use in a specific procedure or task must be selected based on the following criteria:

- Determining the nature and extent of the respiratory hazard(s).
- Consideration of user factors which may affect respirator performance and usability.
- Ensuring that selected respirators are NIOSH-certified and adequate protection against the hazard(s).
Respiratory Hazards

Identifying the type(s) of respiratory hazard(s) associated with a task or work area is a critical part of selecting a type of respirator that will provide adequate protection for a worker. Common respiratory hazards are defined below in Table 1, with examples given of the types of activities or materials in which these hazards may be present:

<table>
<thead>
<tr>
<th>Respiratory Hazard</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dusts</td>
<td>Small solid particles, conventionally taken as those particles below 75 µm in diameter, which settle out under their own weight, but which may remain suspended for some time.</td>
<td>Mineral dusts, such as silica and other dusts generated through cement mixing/cutting. Organic dusts, such as wood dust generated by woodworking. Biohazardous dusts, such as bacteria, molds, and spores.</td>
</tr>
<tr>
<td>Fibers</td>
<td>A fiber or filament used to make or form other materials, which create a respiratory hazard when small fiber pieces are airborne.</td>
<td>Asbestos, which may be present in construction and building materials in buildings built before 1981. Synthetic mineral fibers, which may be present in fiberglass, rock, clay, or slag.</td>
</tr>
<tr>
<td>Vapors</td>
<td>The gaseous state of a material that is solid or liquid under normal conditions.</td>
<td>Solvent vapors, which may be present during use of spray coatings, adhesives, paint stripping, or cleaning.</td>
</tr>
<tr>
<td>Aerosols / Mists</td>
<td>Tiny droplets of liquid suspended in the air.</td>
<td>May be present during use of aerosol sprays or through processes which can cause materials to become aerosolized.</td>
</tr>
<tr>
<td>Fumes</td>
<td>Solid particles caused by condensation of a material in its gaseous state.</td>
<td>May be present during Hot Work activities such as welding, grinding, cutting, or brazing.</td>
</tr>
</tbody>
</table>
Gases | A material made up of individual gas particles, which may be a pure gas or a gas mixture. | May be present during the use of compressed gases or generated as a result of a chemical reaction.
---|---|---
Oxygen-deficiency | An atmosphere with contains less than 19.5% oxygen by volume. | May be created through displacement by other gases in a confined space, or consumed by processes such as rusting metal, ripening fruit, drying paint, or combustion.

When conducting an assessment of a work area or activity, it is important to recognize that there may be more than one respiratory hazard present, and that any respirator selected for use in this area or activity must be adequate to protect the wearer from all identified respiratory hazards.

**Factors Which Affect Respirator Performance**

There are two primary categories of factors which have a potential impact on respirator performance:

- Workplace factors
- User factors

Workplace factors refer to the physical work area, its conditions, and the type of work being performed. Questions to ask when determining whether workplace factors will have an effect on respirator performance are:

- What is the size of the work area, and is it enclosed?
- What are the ventilation conditions of the work area?
- What is the expected temperature and humidity in the work area?
- What respiratory hazards are present, and what are the levels of concentration?
- What is the work rate of the activity? Does it require the worker to exert a lot of energy, causing them to breathe harder or faster (i.e., heavy lifting, repetitive action, rapid work pace)?
- Are workers able to easily communicate in the environment, even when wearing respirators?

User factors refer to individual characteristics of the worker, and are typically evaluated by a physician or other licensed healthcare professional while reviewing an individual’s answers to OSHA’s medical questionnaire (see section 6.B. of this document). User factors can change over time, however, including but not limited to the following:
• Growth of facial hair.
• Significant change in weight.
• Injury and/or scarring of the face.
• Other medical conditions which prevent the individual from being able to safely wear a respirator.

**NIOSH-certified Respirators**

The College requires all respirators in use on campus or in College-related work must be NIOSH-certified. NIOSH certification for a given respirator can be obtained from the manufacturer or by referencing the list information available at the Centers for Disease Control and Prevention Certified Equipment List website (linked below):

https://wwwn.cdc.gov/niosh-cel/

General guidelines for respirator type selection are listed in Table 2, for routine (non-escape, non-emergency) tasks or activities only. The Director of Campus Safety (801-832-2529) should always be consulted when respirators are determined to be necessary for a work area or task, before final selection of a respirator type is made.

**TABLE 2**

<table>
<thead>
<tr>
<th>Hazard Type</th>
<th>Recommended Respirator Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oxygen-deficiency</td>
<td>Self-Contained Breathing Apparatus (SCBA).</td>
</tr>
<tr>
<td></td>
<td>Or</td>
</tr>
<tr>
<td></td>
<td>Supplied Air Respirator (SAR) with auxiliary SCBA.</td>
</tr>
<tr>
<td>Respiratory contaminant which causes eye irritation</td>
<td>Air-Purifying Respirator (APR) with full facepiece and appropriate cartridges or filters.</td>
</tr>
<tr>
<td></td>
<td>Or</td>
</tr>
<tr>
<td></td>
<td>Powered Air-Purifying Respirator (PAPR) with loose-fitting hood and appropriate cartridges or filters.</td>
</tr>
<tr>
<td>Particulate hazards (no oils present)</td>
<td>Air-Purifying Respirator (APR) with full or half facepiece and N-, R- or P-series cartridges or filters.</td>
</tr>
<tr>
<td>Particulate hazards (oils present)</td>
<td>Air-Purifying Respirator (APR) with full or half facepiece and R- or P-series cartridges or filters.</td>
</tr>
<tr>
<td>Particulate hazards (oils present over more than one work shift)</td>
<td>Air-Purifying Respirator (APR) with full or half facepiece and P-series cartridges or filters.</td>
</tr>
</tbody>
</table>
### B. Medical Evaluations

The correct type, fit, and use of a respirator is capable of protecting a worker from respiratory hazards, but any respirator puts an additional burden on the wearer. Because of this, workers who are required to wear respirators in specific work areas or while conducting specific tasks must first be medically evaluated, to ensure that wearing a respirator does not pose a greater hazard to the individual worker.

Medical conditions which **could** interfere with the safe use of a respirator include, but may not be limited to, the following:

- Cardiovascular or respiratory disease
- Cardiovascular damage caused by heart attack or stroke
- Reduced lung function caused by smoking, previous injury, or illness
- Neurological disorders, such as epilepsy
- Musculoskeletal disorders, such as lower back pain
- Psychological conditions, such as claustrophobia or anxiety

Each worker must complete 507B Medical Questionnaire, which contains mandatory questions taken directly from Appendix C of OSHA’s Respiratory Protection Standard. Information disclosed on the completed questionnaire will be kept completely confidential. Completed questionnaires will be submitted to a licensed physician or other healthcare professional for review. The physician will then provide a recommendation on each worker’s ability to use a respirator. This recommendation will be in writing, and will only include the following information:

- A determination of whether or not the worker is able to use a respirator
- Limitations on respirator use the physician decides, based on any medical conditions the worker may have (if any)
- The need for follow-up evaluations (if any)
- A statement that the physician has provided a copy of the recommendation to the worker
The College will provide individual workers with the opportunity to have a follow-up with the physician or licensed healthcare professional in the event that the physician or licensed healthcare professional responsible for reviewing medical questionnaires determines that a follow-up evaluation is necessary for an individual worker.

The College will provide all required supplemental information to the physician or licensed healthcare provider that may be necessary to conduct an effective medical evaluation, which may include:

- A copy of this Respiratory Protection Policy and Program
- A copy of OSHA’s Respiratory Protection Standard
- The type and weight of the respirator and cartridges / filters to be worn by the worker
- Duration and frequency of respirator use
- Level of physical effort expected of the worker while wearing a respirator
- Additional PPE worn by the worker
- Temperature and humidity extremes to which the worker may be subjected

The approved provider of medical evaluations and review of medical questionnaires is:

**FIRSTMED Clinic**  
Mon – Fri, 7:00 AM to 7:00 PM  
441 S. Redwood Road  
Salt Lake City, UT 84104  
Phone: 801-973-2588  
www.firstmedclinic.com

An alternate provider may be approved at the discretion of the Director of Campus Safety.

C. Fit Testing Procedures for Tight-fitting Respirators

Workers required to wear respirators with tight-fitting facepieces must be fit tested to ensure that the respirator will provide a good seal against the worker’s face, and therefore adequate protection from the respiratory hazard(s). Without a good seal, contaminants are able to leak into the worker’s breathing air, resulting in exposure to those contaminants.

Fit testing must be performed upon a worker’s initial assignment to a task or work area which requires the use of respirators, before they begin to wear a respirator to perform that task or work in the area. Because user factors can and do change over time, fit testing must be conducted on an annual basis thereafter, or when the worker uses a different type or model of respirator. Fit testing must also be conducted when a worker reports a physical change which has affected their use of a respirator, or a physical change has been observed by the worker’s supervisor which may affect their use of a respirator.
The College’s preferred method of fit testing is Quantitative Fit Testing (QNFT). QNFT is a method in which monitoring equipment is used to measure the amount of leakage into a respirator while it is being worn by the worker. It is a numeric assessment of how well the respirator fits that individual. The worker will then perform the user seal checks required by the QNFT, which is a way to verify that the worker is wearing the respirator correctly and that the respirator is functioning properly.

The preferred provider of QNFT is:

**FIRSTMED Clinic**
Mon – Fri, 7:00 AM to 7:00 PM
441 S. Redwood Road
Salt Lake City, UT 84104
Phone: 801-973-2588
www.firstmedclinic.com

An alternate provider of QNFT may be approved at the discretion of the Director of Campus Safety.

**D. Use, Cleaning, and Maintenance of Respirators**

*Preventing Leaks in the Facepiece Seal*

Tight-fitting facepiece respirators require a good seal against the wearer’s face in order to provide adequate protection from respiratory hazards, and tight-fitting respirators which include valves in their construction must be maintained in good condition to ensure that the valves are not leaking. Factors which can impede either a good seal or valve performance include:

- Facial hair
- Facial scars
- Jewelry or headgear which projects under the facepiece seal
- Missing dentures
- Corrective glasses, goggles, or other PPE worn around the eyes, face, and head

Any use of additional PPE that could interfere with the effectiveness of a tight-fitting respirator must be evaluated to ensure that it will not impede the worker’s vision or cause leaks in the facepiece seal or respirator valves under planned working conditions.

*User Seal Check*

Each time a worker puts on their tight-fitting respirator, they must perform a quick seal check to ensure a good seal before performing the task or entering the area which requires the use of the respirator. There are two types of user seal checks:
Negative Pressure Seal Check

The worker will:

1. Cover the respirator inlets (the cartridges, canisters, or filters through which air is taken in by the wearer).
2. Gently inhale.
3. Hold breath for 10 seconds.
4. Verify that the facepiece has collapsed on the wearer’s face and remain collapsed (feeling a consistent sense of suction with a good seal).

Positive Pressure Seal Check

The worker will:

1. Cover the respirator exhalation valve(s) (the valve through which air is exhaled by the wearer).
2. Exhale.
3. Verify that the facepiece holds the positive pressure for a few seconds without leaking air.

Please note that these user seal checks may not be used as a substitute for an actual fit test.

Cleaning and Maintenance of Respirators

Regular cleaning and proper maintenance of respirators is a critical part of ensuring that respirators are providing the appropriate level of protection from respiratory hazards while also not creating additional hazards for the wearer. In general, the manufacturer’s recommendations should be followed for frequency and type of cleaning and disinfecting of a given respirator, but Table 3 provides some guidelines based on the type of respirator and circumstances of use:

<table>
<thead>
<tr>
<th>TABLE 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Respirator Type</strong></td>
</tr>
<tr>
<td>Dust mask / Filtering facepiece</td>
</tr>
<tr>
<td>Tight-fitting respirator assigned to an individual, for the exclusive use of that individual</td>
</tr>
<tr>
<td>Tight-fitting respirator used by more than one individual</td>
</tr>
</tbody>
</table>
Respirator maintained for use in emergencies or infrequent circumstances

Must be cleaned and disinfected after each use.

Cleaning and maintaining respirators on a regular basis also allows the workers to conduct inspections of the respirator and its components to ensure that they are all still in good working condition. Workers are responsible for cleaning and maintaining respirators which are assigned to them personally, including reporting any issues, defects, or concerns to their supervisor as soon as they are discovered.

**Storage and Inspection of Respirators**

Respirators must be stored in a manner which keeps them in good condition and able to provide the appropriate level of protection against respiratory hazards. This means storing respirators according to the following guidelines:

- In a manner which protects the respirator from contamination, dust, direct sunlight, extreme temperatures or excessive moisture, damaging chemicals, or other conditions which may degrade the integrity of the respirator or its components.
- In a manner which prevents the facepiece from becoming deformed.
- In a manner consistent with the manufacturer’s storage recommendations.

Respirators must be inspected as often as is necessary to ensure that they are in good condition. Inspections must include:

- A check of respirator function
- Tightness of connections and condition of components (valves, facepiece, head straps, canisters/cartridges or filters, etc.)
- Any missing parts, deformed or distorted parts, broken parts, loose parts, or any other conditions which may affect the performance of the respirator
- Pliability/deterioration of rubber parts.

These inspections can be conducted visually, and is recommended before each use.

**Repair or Replacement of Respirators**

If a respirator fails to pass inspection, or there is any other reason to believe that its performance has been negatively affected, the respirator must be removed from service and labeled “DO NOT USE.”

Respirators which do not work properly must be repaired or replaced. Repairs may only be conducted by a qualified person using NIOSH-certified parts which are designed for the make and
model of the respirator in need of repair. A qualified person is often a representative of or trained technician for the respirator manufacturer.

Respirators which cannot be repaired and must therefore be replaced, should be disposed of in a manner which would prevent the respirator from being inadvertently used again. This can include disassembling the respirator before disposal or depositing it in an inaccessible waste container.

**Identifying and Changing Filters, Cartridges, and Canisters**

As with respirators, only NIOSH-certified filters, cartridges, or canisters may be used with respirators to protect against identified respiratory hazards. The labels on filters, cartridges, or canisters may not be removed or defaced, as it is important for respirator users to understand the type(s) of hazard(s) these components are designed to filter or absorb.

Filter, cartridge, and canister labels will include the following information:

- The class of contaminants for which they may be used
- NIOSH certification number
- Any limitations or precautions recommended by the manufacturer.

It can be helpful to write the date that a filter, cartridge, or canister has been put into service on the component label. However, that date may not obstruct any of the above information.

Filters, cartridges, and canisters have a service life and must be replaced when the extent of that service life has been reached. Failure to replace cartridges or canisters when recommended can result in a worker’s potential exposure to respiratory hazards if “breakthrough” occurs, which is when a cartridge or canister stops working effectively.

Table 4 indicates general guidelines for changing filters, cartridges, and canisters:

<table>
<thead>
<tr>
<th>TABLE 4</th>
<th>Change Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type and Use</strong></td>
<td><strong>Particulate filters do not have a “breakthrough” point, but over time they may be so laden with filtered particulate matter that breathing in through the filters may become difficult. Respirator wearers should replace particulate filters when they notice increased difficulty in breathing in.</strong></td>
</tr>
<tr>
<td>Particulate filters (for use against particulate respiratory hazards)</td>
<td></td>
</tr>
<tr>
<td>Cartridge or canister (for use against gases or vapors)</td>
<td>If the cartridge or canister is equipped with an End-of-Life Service Indicator (ESLI), then respirator wearers should replace cartridges or canisters when the ESLI indicates that the sorbent material has been exhausted.</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>If the cartridge or canister is not equipped with an ESLI, then a cartridge or canister change schedule must be implemented, and respirator wearers should replace cartridges or canisters when required by the change schedule.</td>
</tr>
</tbody>
</table>

Cartridge or canister change schedules must be developed in consideration of the following factors:

- The type and concentration of contaminant(s) present in the task or work area which requires the use of respirators
- Frequency of respirator use
- Temperature and humidity of the work area
- Work rate of the workers (are they expending a lot of energy and breathing more rapidly?)
- The presence of other contaminants or conditions which may interfere with the performance of the cartridges or canisters.

Supervisors are encouraged to consult the Director of Campus Safety (801-832-2529) if they need to develop cartridge or canister change schedules for their workers. The manufacturer/supplier of the respirator and cartridges/canisters is also a potential resource for developing change schedules.

**E. Training**

Training is required for all workers who are required to wear respirators (including dust masks/filtering facepieces) for specific tasks or work areas as part of their job duties. The content of the training must be relevant to the circumstances which require the use of the respirator, and will include the following:

- Why the respirator is necessary
- How improper fit, use, or maintenance of the respirator can make the respirator ineffective
- The limitations of the selected respirator
- How to properly select filters, cartridges, or canisters and when to replace them
- How to inspect, put on and conduct seal checks of the respirator
- Respirator maintenance and storage procedures
- How to recognize and report user factors which may affect the performance of the respirator
The general requirements of this Respiratory Protection Policy and Program, and OSHA’s Respiratory Protection Standard

It is important to ensure that workers undergoing this training demonstrate their comprehension of the training content. This can be accomplished through practical exercises, such as demonstrating how to put on, seal check, and store respirators; or through testing of knowledge, such as a post-training quiz.

Training must be conducted upon initial assignment and annually thereafter. Training is also required when:

- Changes in the workplace or types of respirators used make previous training obsolete
- The worker has demonstrated that they have not retained the knowledge conveyed in the training
- Any other situations which make it apparent that re-training is necessary.

**Voluntary Use of Respirators**

In situations where the College has determined that the potential exposure to contaminants in a work area or while performing a specific task does not require the use of a respirator, but a worker would still prefer to wear a dust mask/filtering facepiece or tight-fitting respirator, the worker must sign 507A Voluntary Use Appendix D. This form contains information that is important for the worker to know about using a respirator on a voluntary basis, their responsibilities for care and maintenance of the respirator, and the limitations of the respirator they are choosing to wear.

If a worker decides to wear a tight-fitting respirator in situations where it has been determined that a respirator is not required, they must be medically evaluated but fit testing is not required.

**F. Program Evaluation**

This policy and program will undergo periodic evaluation to ensure that it is effectively governing the safe use of respirators at Westminster College and that all required records are being maintained according to this policy and program. The frequency of evaluation is dependent upon the following aspects of respirator use on campus or associated with College activities:

- The type and extent of identified respiratory hazards
- The types of respirators, frequency of use, and respirator purpose (emergency, escape, standard operating procedure, etc.)
- The level of experience workers held by workers required to wear respirators
It may be expedient to conduct program evaluations concurrent with annual worker training, as they will include worker consultation to determine how well this policy and program is functioning, including:

Whether proper fit testing is being achieved

- The extent to which respirators may interfere with work performance
- Whether the appropriate respirators, filters, cartridges or canisters have been selected
- Whether respirators are being properly maintained

Policy and program evaluations will be conducted by the Director of Campus Safety, with the support of supervisors of workers required to wear respirators.

7. RECORDKEEPING

Records must be maintained as part of this Respiratory Protection Policy and Program, and are listed in Table 5:

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Retention Period</th>
<th>Retained By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical evaluations and written physician or licensed health care professional opinions</td>
<td>Period of employment plus 30 years</td>
<td>Director of Campus Safety</td>
</tr>
<tr>
<td>Fit test results, which must include:</td>
<td>Until the next fit test is performed</td>
<td>Director of Campus Safety</td>
</tr>
<tr>
<td>- Name of the worker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Type of fit test</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Make, model, and size of respirator tested</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Date of test</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Fit factor results</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Workers may request copies of their medical evaluations and most recent fit test, which will be provided within seven business days of having received the request.

8. RESPONSIBLE ADMINISTRATOR

The Director of Campus Safety is responsible for administering this program and for ensuring that affected employees are trained according to this program. Training may be coordinated and
conducted through supervisors to ensure that the content of the training is consistent with the requirements of section 6.F. of this document.

9. RELATED DOCUMENTS

Documents related to this procedure are as follows:

504 EHS Incident Reporting and Investigation Policy and Procedure

504A EHS Incident Report Form

507A Voluntary Use Appendix D

507B OSHA Respirator Medical Questionnaire

10. HISTORY

<table>
<thead>
<tr>
<th>Date of Last Action</th>
<th>Action Taken</th>
<th>Authorizing Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 29, 2017</td>
<td>Respiratory Protection Policy and Program APPROVED</td>
<td>Policy Governance Committee</td>
</tr>
<tr>
<td>October 18, 2017</td>
<td>Interim Respiratory Protection Policy and Program APPROVED</td>
<td>Policy Governance Committee</td>
</tr>
<tr>
<td>2009</td>
<td>Respiratory Protection Program and Policy ADOPTED</td>
<td>Westminster College</td>
</tr>
</tbody>
</table>

11. SIGNATURE, TITLE, AND DATE OF APPROVAL

Approved: /s/ __________________________________________

Stephen R. Morgan, President