



## ***RESPIRATORY PROTECTION PROGRAM***

### I. Introduction

While most work environments have safe air to breathe, there are locations and times in which an employee will need respiratory protection. This program will establish minimal permissible practices and requirements. The University of South Alabama Respiratory Protection Program is designed to establish accepted practices for respirator use, provide information required for training and guidance on the proper selection, use and care of respirators.

### II. Management and Employee Responsibility

#### A. Management Responsibility

1. Respirators shall be provided by the employee's assigned department when they are necessary to protect the health of the employee.
2. A respirator will be provided which is applicable and suitable for the intended purpose.
3. Individual departments shall be responsible for maintaining an inventory of respirators and filter materials in the brands/sizes/types determined to be needed by their employees through fit-testing and evaluation of the job to be performed.
4. Maintain time records of filter/cartridge use.

#### B. Employee Responsibility

1. The employee shall use the respiratory protection in accordance with instructions and training received.
2. The employee shall guard against damage to the respirator.
3. It will be the employee's responsibility to report any trouble or malfunction of the respirator to his or her supervisor.
4. Maintain time records of filter use.

#### C. Student Responsibility

1. Any respiratory protection/fit-testing required by any USA student shall be coordinated through the student's respective college.

### III. Medical Limitations

- #### A. Employees will not be assigned tasks requiring the use of respirators unless they are physically able to perform the work and use the equipment.

B. The respirator user must complete a medical questionnaire as it relates to the use of a respirator and this must be updated annually or when conditions change.

IV. Privacy & Confidentiality

The University of South Alabama department of Safety & Environmental Compliance (SEC) is committed to maintaining the privacy and confidentiality of all employee/student information. You have the right to privacy concerning your health information. All counseling received at the SEC Training Coordinator's Office will be kept strictly confidential, except as required by law. Our Privacy Notice and policy on the Disclosure of Information are provided to acquaint you with your rights as an employee/student.

The SEC Training Coordinator is responsible for the maintenance, disclosure and security of all medical questionnaires. The privacy of your medical information is safeguarded. Information is available to any clinician, attorney or medical professional with your written authorization. If you would like to disclose information contained in your record to a third party, you must complete a written Authorization to Release Information form and submit it to the SEC Training Coordinator directly.