

ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5157

PAGE: 1 OF 2

CATEGORY: **Support Services, Safety Program**

EFFECTIVE: **9-28-78**

SUBJECT: **Respiratory Protection**

REVISED: **7-05-2002**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing employees required to use respiratory protection in their work environment.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: G-2000, I-1350; California Code of Regulations, Title 8, General Industrial Safety Orders 5144.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Business/Risk Management Department, Business Operations Branch.
2. **Regulations**
 - a. **Types of work requiring respiratory protection by employees** include, but are not limited to: work areas containing harmful dusts, mists, vapors, fumes or gases; use of pesticides; spray painting; and confined spaces. Any concerns should be resolved by contacting the Safety Office, Business/Risk Management Department, Business Operations Branch.
 - b. **Posting Notices.** The “Respiratory Protection Program Information” poster, describing proper use and maintenance for respiratory protection, must be posted in each shop or central location where respirators will be used.
 - c. **Examination for Respiratory Protection.** Employees must be examined and approved for respiratory protection annually by a licensed physician; a list of employees thus approved shall be maintained by each supervisor, and filed in the Safety Office, Business/Risk Management Department.

D. IMPLEMENTATION

1. **Safety Office**
 - a. Assists supervisors in providing required employee training for use and proper care of respiratory protection.

2. Immediate Supervisor

- a. Assures that employees wear appropriate respiratory protection when required.
- b. Closely monitors any hazardous materials employees are exposed to and assures that proper respiratory protection procedures are implemented (F.2.).
- c. Trains employees in safe use of respiratory devices. Regularly inspects employees' respirators to ensure that they are being properly maintained.
- d. Assures that all employees required to wear a respirator receive an annual medical examination with a licensed physician.
- e. Ensures that fit testing is conducted by the Equipment/Safety Services Program, Maintenance and Operations Department, Facilities Management Branch, prior to initial use and annually thereafter.

3. Employees

- a. Must wear approved respiratory protection devices furnished by the district; use appropriate respirator and cartridge with specific contaminants.
- b. Must have annual examination by a licensed physician in regards to use of respirator and obtain a respirator approval (E.1., Attachment).

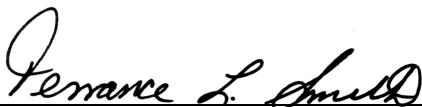
E. FORMS AND AUXILIARY REFERENCES

- 1. Respiratory Fit Test and Approval Form, Attachment

F. REPORTS AND RECORDS

- 1. Record of employees assigned to wear respiratory
- 2. Record of physician's examination for respiratory use

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education