This reference guide is provided to assist you in conducting OSHA-required employee respiratory protection training and fit testing. The information presented here reviews only those aspects of a respiratory protection program that are directly related to employee training issues and fit testing. OSHA requires that written policies and procedures documenting respirator use practices be developed and maintained by each facility that uses respirators. Policies and procedures for respirator use must be established prior to conducting respiratory protection training and fit testing. These policies should help employees gain an understanding of what type of respirator, when and how a respirator should be used relative to the hazard to which they may be exposed.

Each step of employee training and fit testing is described on the back page.

For assistance, please see your supervisor, contact your local 3M sales representative or call 3M Technical Service at 1-800-243-4630.
OSHA Guidelines and CDC Recommendations

The Occupational Safety and Health Administration (OSHA) Standard for Respiratory Protection (29 CFR 1910.134) requires that a written respiratory protection program be established by the employer.

Objective

The guidelines presented here are designed to help health care administrators understand certain requirements. These guidelines do not represent an official, legal nor complete summary or interpretation of the standard.


Use of respirators is regulated by OSHA. OSHA states that when respirators are used for worker respiratory protection, a written Respiratory Protection Program meeting the requirements of OSHA Standard 29 CFR 1910.134 shall be established. OSHA describes requirements which must be met for a minimal acceptable Respiratory Protection Program.

OSHA’s Requirements for a Respiratory Protection Program — Visit www.OSHA.gov

According to OSHA, the following work-site specific procedures must be included in the written respiratory protection program as applicable:

1. Procedures for selecting respirators for use in the workplace
2. Medical evaluations of employees required to use respirators
3. Fit testing procedures for tight-fitting respirators (fit testing must be conducted when a specific respirator model is first issued to an employee and at least annually thereafter)
4. Procedures for proper use of respirators in routine and reasonably foreseeable emergency situations
5. Procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respirators
6. Procedures to ensure adequate air quality, quantity and flow of breathing air for atmosphere-supplying respirators
7. Training of employees in the respiratory hazards to which they are potentially exposed during routine and emergency situations
8. Training of employees in the proper use of respirators, including putting on and removing them, any limitations on their use and their maintenance
9. Procedures for regularly evaluating the effectiveness of the program

Respirators shall be selected from among those approved by the National Institute for Occupational Safety and Health (NIOSH).

The healthcare facility, not 3M, is responsible for compliance with federal and state regulations for respiratory protection.

Centers for Disease Control (CDC) Recommendations* for Reducing Exposures to *M.Tuberculosis* (TB)

Respirator protection should be used by the following persons:

a. all persons, including Health Care Workers and visitors, entering rooms in which patients with suspected or confirmed infectious TB disease are being isolated
b. persons present during cough-inducing or aerosol-generating procedures performed on patients with suspected or confirmed infectious TB disease
c. persons in other settings in which administrative and environmental controls probably will not protect them from inhaling infectious airborne droplet nuclei. These persons might also include persons who transport patients with suspected or confirmed infectious TB disease in vehicles (e.g., EMS vehicles or, ideally, ambulances) and persons who provide urgent surgical or dental care to patients with suspected or confirmed infectious TB disease (see Supplement, Estimating the Infectiousness of a TB Patient).

* Centers for Disease Control, Guidelines for Preventing the Transmission of Tuberculosis in Health-Care Settings, with Special Focus on HIV-related issues. *Morbidity and Mortality Weekly Report.* 2005:54(RR-17):pg. 38
Step 1  Review Training Program Objectives and Components with Customer

- Confirm the customer has appropriate respirators and 3M™ Qualitative Fit Testing Apparatus FT-10, Sweet or FT-30, Bitter test kits in house.

Step 2  Review OSHA Respiratory Protection Program Requirements

- Review Administrative Guidelines for Setting Up a Respiratory Protection Program with appropriate administrator for the facility.
  - If program administrator is unavailable, review material with your contact.

Step 3  Review Employee Training Support Materials

- Review Employee Respiratory Protection Training and Fit Testing Procedure Reference Guide
  - Emphasize the guide provides step-by-step instructions for conducting respiratory protection training and fit testing with employees.

Step 4  Respirator Fitting

- View 3M Respirator Fitting Instruction Video
  - View entire tape
  - Proceed to give instructions on fast forwarding to the portion of tape corresponding with the type of respirator purchased.
- Demonstrate proper respirator fitting procedures for donning, user seal checking and removal of respirator.
- Observe trainers practicing respirator donning, user seal checking and removal.

Step 5  Qualitative Fit Testing

- View Qualitative Fit Testing Video
- Review FT-10, sweet or FT-30, bitter components
  - Assemble hood and fill nebulizers
  - Review FT-10, sweet or FT-30, bitter sales sheet and ordering of kit components
- Demonstrate Fit Testing Procedure
  - Perform an actual Fit Test with a volunteer
- Observe each trainee performing a complete fit test and being fit tested themselves
  - Follow the appropriate procedure for trainees who do not pass the fit test.

Step 6  Documentation

- Respirator Inservice Report Form
  - 3M requires that 3M sales representatives complete this form for everyone trained and fit tested by a 3M representative.
- Review Respirator Issuance and Training Forms
  - This form must be completed for each employee and kept on file at the health care facility, not 3M, for OSHA compliance.
- Complete Certificates of Training for all trainers.
Step-by-Step Instructions for Employee Training and Fit Testing

**Step 1 Educate Employee Regarding Hazard**
- OSHA requires that each employee be educated regarding the hazards to which they may be exposed.

**Step 2 Educate Employee Regarding Respirator Use and Limitations**
- All respirators have use limitations. Refer to and review information provided on the respirator package for uses and limitations of the respirator with the employee.
- Respirators can help reduce inhalation exposures to certain airborne biological particles (e.g. mold, Bacillus anthracis, Mycobacterium tuberculosis, etc.) but cannot eliminate the risk of contracting infection, illness or disease. OSHA and other government agencies have not established safe exposure limits for these contaminants.

**Step 3 Instruct, Demonstrate and Practice How to Properly Don Respirator**
- A respirator must be donned, adjusted and worn properly. Each employee should be instructed regarding how to inspect the respirator for damage or deterioration prior to donning, how to don and adjust the respirator and how to perform a user seal check.
- Once proper procedures have been demonstrated, each employee should be allowed ample time to handle the respirator and practice proper inspection, donning and adjustment of the respirator.

**Step 4 Instruct, Demonstrate to Employee Proper User Seal Check Procedure**
- A user seal check is a method of determining if the respirator has been properly donned and must be conducted each time a respirator is worn.
- Review with each employee proper user seal check procedure for the respirator they are using. Refer to product packaging, and user instructions.
- Demonstrate to employees how to perform proper user seal check and allow them to practice the procedure.

**Step 5 Perform Fit Testing on Each Employee**
- Fit testing must be conducted when the respirator is first issued to an employee and at least annually thereafter. Additional fit tests must be conducted whenever a different respirator (size, style, model or make) is used and if changes in facial structure of the wearer develop that could affect respirator fit. Fit testing must be conducted according to the instructions included with the 3M™ Qualitative Fit Test Kit for each employee and documentation made regarding pass or fail of fit test. Those unable to pass the fit test must select an alternate respirator and be fit tested again.

**Step 6 Document Training and Fit Testing Results for Each Employee**
- Documentation must be made for each employee that training has been conducted and fit testing accomplished. Sample forms are provided within this 3M™ Health Care Respiratory Protection Training Program, also included is the Administrative Guidelines for Setting Up a Respirator Training Program brochure.