

**SENECA FALLS POLICE DEPARTMENT
GENERAL ORDER**

General Order: 290	Rescinds: New Issue
Subject: Respiratory Protection Plan	NYS Accreditation: 3.1
Effective Date: 07/01/13 By Order Of: Stuart W. Peenstra, Chief of Police	

I. PURPOSE

The elements described in this program are designed to ensure the safe and effective usage of respiratory protection in the Seneca Falls Police Department.

II. PROGRAM ADMINISTRATION

A. The Seneca Falls Police Department safety officer is responsible for the overall implementation and maintenance of the Respiratory Protection Program. Duties shall include:

1. Determining which tasks require respiratory protection;
2. Selecting the proper respirator for the specific application (the Seneca Falls Police Department currently uses a filtering face piece as a respirator);
3. Conducting employee training and conducting fit testing;
4. Ensuring that employees clean, maintain and properly store respirators;
5. Conducting periodic evaluation of the respiratory program to ensure that it is achieving its desired goal;
6. Ensuring that the respirators are available for use;
7. Conducting periodic inspections to ensure that respirators are maintained properly and accessible to employees.

B. Command officers are responsible for ensuring that employees wear the required respirators.

C. Employees are responsible for:

1. Using the respiratory protection in accordance with the training received;
2. Disposing of respirators after use and, if the respirator is kept in a vehicle, replacing it with a new one.

III. RESPIRATORY SELECTION

The Seneca Falls Police Department safety officer is responsible for selecting the appropriate respiratory protection. The safety officer will select the appropriate respirators based upon the following elements:

- A.** The types and concentration of airborne contaminants;
- B.** The characteristics and location of the hazardous area;
- C.** The workers' activities in the hazardous area;
- D.** The capabilities and limitation of the respirators; **E.** Duration of respirator use;
- E.** According to practices for respiratory protection and the American National Standards Institute (ANSI) Z88.2-1980.

IV. MAINTENANCE, CLEANING INSPECTION, AND STORAGE

- A.** All respirators used by the Seneca Falls Police Department are single-use disposable types. They will not be re-used after use.
- B.** Prior to using the respirator, the employee will visibly check the respirator for any defects. If any are found, the respirator is to be discarded.
- C.** All respirators must be properly stored to protect them from damage due to environmental factors (sunlight, temperature extremes, etc.) and chemicals. When respirators are not in use, they are to be stored in their original container and kept in a clean area. The respirator will be stored in its normal position to prevent it from taking a permanent distorted shape.
- D.** The Seneca Falls Police Department safety officer is responsible for the inventory of the respirators.

V. TRAINING

All employees who are required to use respiratory protection will be instructed on the proper selection, use, and limitations of this equipment. This training will be provided prior to any assignment requiring the use of such equipment. The training conducted by the Seneca Falls Police Department safety officer (or designee) will also include information on:

- A.** Nature of the respiratory hazard and what may happen if the respirator is not used properly;
- B.** Engineering and administrative controls being used and the need for the respirator as added protection;
- C.** Reason(s) for selection of a particular type of respirator, limitations of the selected respirator, methods of donning the respirator and checking the fit (negative and positive checks), and operation;
- D.** Proper wear of the respirator, respirator maintenance and storage;
- E.** Proper method of handling emergency situations, and; **F.** A record of employee names, dates and type of initial training and subsequent refresher training will be recorded.

VI. FIT TESTING

It is well recognized that no one respirator will fit every individual. Therefore, to provide the appropriate respirator, fit testing will be performed to ensure a tight seal between the face piece and wearer. Disposable respirators will, generally, fit all employees provided the straps and nose clamp are adjusted properly.

VII. MEDICAL EVALUATION

- A.** Individuals assigned to tasks that require the use of respiratory protection will have a medical evaluation to determine if they are able to perform the work while wearing a respirator.
- B.** The medical evaluation will be reviewed by the Seneca Falls Police Department physician or other designated health care professional.
- C.** The evaluation will be given prior to an employee being allowed to wear a respirator. Periodic evaluation will be conducted as necessary based on the Seneca Falls Police Department physician or other health care provider's professional opinion and any other

contributing factors (i.e., change in physical status, anatomy, vision, hearing, etc.).

VIII. PROGRAM EVALUATION

This section requires the employer to conduct evaluations of the workplace to ensure that the written Respiratory Protection Program is being properly implemented, and to consult employees to ensure that they are using the respirators properly.

- A.** The Seneca Falls Police Department safety officer shall conduct evaluations of the workplace as necessary to ensure that the provisions of the current written program are being effectively implemented and that it continues to be effective.
- B.** The Seneca Falls Police Department safety officer shall regularly consult employees required to use respirators to assess the employee's views on program effectiveness and to identify any problems. Any problems that are identified during this assessment shall be corrected. Factors to be assessed include, but are not limited to:
 - 1. Respirator fit (including ability to use the respirator without interfering with effective workplace performance);
 - 2. Appropriate respirator selection for the hazards to which the employee is exposed;
 - 3. Proper respirator use under the workplace conditions the employee encounters; and
 - 4. Proper respirator maintenance.

IX. RECORD KEEPING

- A.** Medical evaluations or physicians medical determinations will be maintained by the Seneca Falls Police Department physician. Fit testing records will be maintained by the Seneca Falls Police Department safety officer.
- B.** Completed records of training for employees will be forwarded to the Seneca Falls Police Department training officer to be filed in the employee's training folder.
- C.** A copy of the Respiratory Protection Program will be kept in the chief's office and by the Seneca Falls Police Department safety officer.
- D.** Records of medical evaluations required by this policy must be retained and made available in accordance with 29 CFR 1910.1020.

X. ANNUAL REVIEW

This plan will be reviewed annually and updated as necessary.

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Attachments