

	POLICY & PROCEDURE	SERIES # 550	PAGE 1 OF 4
	SUBJECT		EFFECTIVE DATE
	RESPIRATORS		09/12/05
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # NEW POLICY		

I. PURPOSE:

The purpose of this policy is to provide specially assigned personnel of the Hampton Police Division that may come into contact with airborne hazards with guidelines for the use and care of respirators. For the purposes of this policy the word “respirator” will refer to any attachment to an employees person that is intended to filter harmful substances from the individuals respiratory system.

II. POLICY:

It is the responsibility of the Hampton Police Division to establish guidelines and provide protection for specially assigned personnel from airborne hazards and comply with the OSHA standard for Respiratory Protection as found in 29CFR 1910.134. When a means exists to reduce or eliminate some or the entire hazard from this job, it is the responsibility of the employer to do so. In the course of their duties, police officers and forensics technicians are exposed to dust, fumes, vapors, fogs, mists, smokes, sprays and other harmful gases. They may be required to enter atmospheres that are oxygen deficient, toxic or unknown. These atmospheres may be immediately dangerous to life and health. All may contribute to illness and injury through the respiratory system of the unprotected individual.

III. PROCEDURE:

A. EQUIPMENT SELECTION, PURCHASE, MAINTENANCE AND REPLACEMENT

1. The Department will only consider respirators which are approved by the Mine Safety and Health Administration (MSHA) and National Institute for Occupational Safety and Health (NIOSH).
2. The respirator selected must be affordable both in purchase price and in maintenance costs. Affordability will be decided at the time of purchase and will be based on available funds, costs or loans if required, trade in value on existing equipment if applicable, and the annual cost to maintain the units.
3. Individual comfort and safety are essential in the selection process. The respirator must be able to withstand the rigors of police work as performed by our members. It must be comfortable to wear and operate so as to reduce the amount of user fatigue as much as possible.

B. MAINTENANCE AND REPLACEMENT

1. The maintenance of the units shall be as prescribed by the manufacturer. Units which are not found to be serviceable after use or inspection shall be taken out of service immediately and tagged for repair. Those units which cannot be repaired to manufactures specifications shall be replaced as soon as possible by the Division.

**APPROVED:
CHIEF OF POLICE**



2. Units must be inspected on a regular basis by the user. After each use and

whenever the wearer or his/her supervisor deems it necessary.

3. Service and/or repair on any unit by any unauthorized member, person or company are strictly forbidden. The Chief shall designate one officer to be in charge of the respirators. This officer will keep all maintenance records, testing results and other documentation related to the maintenance of these units. This officer will also make arrangements for semi-annual inspections and testing.

C. TRAINING COMPONENTS

Training will take place on an annual basis at, a minimum, and will be comprehensive and pertinent. Training will be conducted by the unit commander or his/her designee in conjunction with regularly scheduled training. The unit commander will be responsible for designing training that emulates actual situations that his/her specific unit could encounter that would necessitate the use of a respirator. Training will occur more frequently if needed.

D. INSPECTION, CARE AND CLEANING

Each individual will be responsible for inspecting and cleaning their respirator and face piece after its use and making the unit ready for the next response. The cleaning and inspection will be in accordance with the methods set forth in the basic user course received when the individual was issued his/her respirator.

E. OPERATIONAL PROCEDURES

1. Respirators will be visually inspected and quick fit tested by the user prior to use each time an individual is required to wear one.
 - a. Quick-Check all straps for integrity.
 - b. Quick-Check the mask for material and face piece integrity, including nose cup valves.
 - c. Quick-Check condition of cartridges, power unit and connections (if applicable)
 - d. Fit the face piece to your face and create a seal by inhaling while holding the regulator port or filters (depending on style of respirator) with the palm of your hand.
2. The above procedure should not take more than 60 to 90 seconds to complete but it is absolutely critical to police officer safety that this quick check be done immediately prior to use. Should the respirator fail during any one of the quick check procedures and not respond to corrective actions, immediately take the unit out of service. The officer will ensure that the unit is not placed back into service until the problem is corrected.
3. Mandatory use of the respirator will be determined by the ranking officer in charge of the scene even when engineering controls are being utilized (general and/or location ventilation). Personnel may use respiratory protection at any time they feel its use is warranted. Mandatory use may be ordered at the following scenes:
 - a. Potential HAZMAT operations.
 - b. Unknown atmosphere investigations.
4. The officer in charge will be responsible for monitoring the conditions in which the personnel are working and immediately order the donning of respiratory protection when conditions deteriorate, are deemed unsafe or under circumstances determined at the time to be a respiratory health threat.
5. Safety Considerations during operations:

- a. No one that is required to wear a respirator of any type shall be permitted to have facial hair that interferes with the seal point of the mask. Facial hair that does not interfere with the seal of the mask is permitted in accordance with [Policy and Procedure 1102](#).
- b. Members must be medically qualified to use respiratory protection (see medical qualifications section of this plan).
- c. Personnel must use respiratory protection when the situation warrants its use, after being ordered by Incident Commander or the Safety Officer or when operating in unknown atmospheres.

F. MEDICAL QUALIFICATIONS

1. Personnel must pass an annual fitness exam and receive a written approval to wear a respirator from either a licensed healthcare professional, or physician, knowledgeable in the use and function of the unit as used by this Division. The exam shall be consistent with NIOSH standards.
2. Personnel must inform the supervisor, Incident Commander or Safety Officer, appointed by the incident commander, at any scene in which they feel that they are not able to use a respirator. Such instances could include illness or the taking of medicines that impair the police officer's ability, excessive fatigue, difficulty in breathing due to a cold, mental fatigue or stress that compromises the individual's ability to think clearly, or any other circumstance which temporarily jeopardizes the police officer while using a respirator. Personnel must also notify the supervisor, Incident Commander or Safety Officer when their medical or physical condition has changed to the extent that it will affect the use of the respirator. Conditions like heart attacks, severe muscle/skeletal injuries, surgeries and limitations of activity must be reported by the officer.
3. Medical clearances will be kept in the member's confidential medical records maintained by the Division's Training Unit.
4. When personnel fail to pass the medical review or no longer possess the physical health required to function properly while wearing a respirator, the need to remove that individual from the specialized unit will be evaluated by their chain of command.

G. FIT TESTING

1. Fit testing will be performed initially and on an annual basis by a qualified individual(s) that have completed an OSHA approved instructors course. Personnel must have medical clearance prior to being given the fit test. They must pass a fit test prior to being assigned duties that would require them to use the respirator. A record of the fit test will be maintained in the member's confidential file.

H. PROGRAM EVALUATION

1. Unit commanders will periodically consult their unit members during scheduled training regarding the effectiveness of the program. Program effectiveness will be monitored in the following areas:
 - a. Working knowledge of how and when to use the respirator.
 - b. Proper pre-use quick check and quick fit of the mask.
 - c. Fit and comfort of the individual's respirator during use.
 - d. Problems encountered during use

e. Suggestions for improvement of the program.

2. Program evaluation will be documented.

I. RECORD KEEPING

1. This Division's training unit will maintain records of the respiratory protection program as follows:

a. Written Respiratory Program--updated annually or more frequently as needed.

b. Medical Clearances on all members

c. Results of annual Fit Testing

d. Program evaluations

e. Maintenance logs on units

f. Training records on each member

-