**How to Use this Checklist**

Each numbered item below is a component that must be included in the respiratory protection program.

Each check box under the number components indicates what you should expect to be included under each required component.

|  |
| --- |
| 1. **Roles & Responsibilities** |
| * Employer |
| * Program Administrator (PA) |
| * Employee |
| * Supervisor |
| * Person Selecting Respirators |
| * Fit Tester |
| * Maintenance Personnel |
| * Health Care Professional |
| * Others – Visitors, Patients, Contractors |
| * JHSC |

|  |
| --- |
| 1. **Hazard & Risk Assessment** |
| * Identify the hazards |
| * Assess the risks against applicable standards |
| * Control the risks |
| * Evaluate effectiveness of controls |

|  |
| --- |
| 1. **Respirator Selection** |
| * Consider evidence-based contaminant-specific best practices, or IPAC guidance |
| * Use CSA’s control-banding approach in the absence of regulatory requirements or industry-specific requirements/standards |
| * Complete by a qualified person(s) and consult relevant experts, if needed |
| * Document the factors involved in the selection process |

|  |
| --- |
| 1. **Health Surveillance** |
| * Completed prior to fit-testing and respirator use |
| * Must be documented and may need to be repeated |
| * Determines *physiological* or *psychological* conditions that may preclude respirator use |
| * Health information must be kept confidential |
| * Screening can be utilized to identify user suitability or flag workers who may have health concerns |
| * Medical evaluation must be completed by a health care professional |

|  |
| --- |
| 1. **Training** |
| * Must be comprehensive and complete |
| * Include the care and practical use of respirators, limitations, repair and maintenance |
| * Written instructions must be provided to workers |
| * Verify core competencies of fit-testers |
| * Document and maintain accurate records |
| * The PA determines training requirements and frequency |

|  |
| --- |
| 1. **Fit-Testing** |
| * Fit-testing is required for all tight-fitting respirators |
| * Fit-testing is ***after*** an employee has completed a health assessment and training, but ***prior*** to the initial use of a respirator |
| * Fit-tester should be competent in fit-testing protocols, as well as able to verify effective seal, comfort and fit |
| * Fit-tester should also be able to manage the overall fit-testing process and verify certain key aspects |
| * Qualitative |
| * Quantitative |
| * Both |

|  |
| --- |
| 1. **Use of Respirators** |
| * Employers must make sure that workers know how to properly use their PPE |
| * Users must be able to effectively don and doff their PPE |
| * Must be able to complete a user seal check |
| * Respirators must be free of interferences |

|  |
| --- |
| 1. **Care of Respirators** |
| * Dispose of after use with *infectious bioaerosols*, as directed by the manufacturer (exception, inert dusts) |
| * Replace when they become damaged, soiled, unhygienic; or based on the change-out schedule |
| * Store outside of contaminated area and protect against other potential hazards |
| * Method of storage that ensures respirators do not expire |
| * Inspect before and after each use in accordance with manufacturer’s instructions |
| * Store in a manner that will protect against any potential hazard that could have a detrimental effect |

|  |
| --- |
| 1. **Program Evaluation** |
| * Changes in legislation, standards and guidelines |
| * Policy, procedure and work instruction review |
| * Proper selection, use and care of respirators |
| * Records review and results of fit testing |
| * Demonstration of competencies and effective training |
| * Concerns raised by respirator user (including comfort) |
| * Incidents, injuries or illnesses attributed to respirator use |

|  |
| --- |
| 1. **Record Keeping** |
| * Appropriate records must be kept of all respiratory protection program activities |
| * All record keeping forms included as appendices to program |