**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.

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| 1. **Roles & Responsibilities**
 |
| * Employer
 |
| * Program Administrator (PA)
 |
| * Employee
 |
| * Supervisor
 |
| * Person Selecting Respirators
 |
| * Fit Tester
 |
| * Maintenance Personnel
 |
| * Health Care Professional
 |
| * Others – Visitors, Patients, Contractors
 |
| * JHSC
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| 1. **Hazard & Risk Assessment**
 |
| * Identify the hazards
 |
| * Assess the risks against applicable standards
 |
| * Control the risks
 |
| * Evaluate effectiveness of controls
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| 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
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| 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
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| 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
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| 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
 |

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| 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
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| 1. **Care of Respirators**
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| * 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
 |

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