

Electric City, Inc.
STANDARD OPERATING PROCEDURE
for the utilization of
RESPIRATORY PROTECTIVE DEVICES

A. Purpose:

The company recognizes and embraces an obligation to provide a safe and healthful work environment. This procedure is intended to enhance our safety commitment by providing proper equipment, training and ancillary services to our employees who work in an area where respiratory protective device utilization is required or when a device is voluntarily utilized.

B. Scope:

Whenever personnel utilize a respiratory protective device, the provisions of this procedure are applicable.

C. Responsibilities:

* **Managerial:**

- * Program promulgation, implementation, monitoring, enforcement and evaluation.
- * Selection, acquisition and issuance of appropriate respiratory protective devices.
- * Provide personnel training concerning the proper use and maintenance of respiratory protective apparatus.
- * Maintain program documentation.
- * Periodic and timely program evaluation and, if indicated, modification.
- * Prior to respiratory protective device issuance or utilization, coordinate, with relevant personnel, a suitable medical evaluation/examination protocol.
 - * Adopt an approved medical questionnaire, for the purpose of evaluating personnel who will utilize a respiratory protective device.
- * Mandate an annual personnel physical fitness and capacity evaluation.
- * Provide guidance concerning voluntary filtering face piece utilization.

* **Relevant Personnel:**

- * Proper respiratory protective device utilization.
- * Proper respiratory protective device maintenance, storage and sanitation.
- * Advise supervisory personnel concerning inappropriate device utilization, a device malfunction, and/or a medical or physical condition change which could adversely affect safe and efficient respiratory protective device utilization.

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D. Proper Respirator Usage:

- * Each relevant employee will participate in a qualitative respirator fit-test upon implementation of this program and thereafter, at annual intervals.
- * Each relevant employee will perform a qualitative user seal-check, as the apparatus is donned.

E. Medical Evaluation:

- * Each pertinent employee will participate in a medical evaluation, to determine their physical fitness and capacity relative to the utilization of a respiratory protective device.
 - * Subsequent medical evaluations will be performed, when:
 - * Workplace conditions change.
 - * A need for additional medical evaluation is identified by a supervisor, the program administrator or the program physician or other licensed health care professional (PLHCP).
 - * An employee indicates medical signs or symptoms related to the use of a respirator.

F. Work Place Condition Monitoring:

- * Periodically, managerial personnel will inspect and evaluate worksite locations to ensure procedural compliance.
- * Periodically, managerial personnel will inspect respirators.

G. Training

- * A comprehensive employee training session, including practical proficiency exercises and a discussion of device performance limitations, will be conducted prior to implementation of this procedure.
 - * Guidance concerning the voluntary use of a filtering facepiece (dust mask).
- * At annually intervals, personnel recertification training will be conducted.

Respirator Fit Test Protocol (Irritant Smoke)

- * Allow the test subject to smell a weak concentration of the irritant smoke.
- * The test subject should don a respirator and wear it for a minimum of ten (10) minutes, before the fit test begins.
- * Facial hair, between the skin and the facepiece, invalidates the test.
- * Tests should be conducted in a properly ventilated area.
- * Direct the test subject to perform the positive and negative pressure fit checks.
- * The irritant smoke stream should be directed towards the face seal area, beginning at a distance of twelve (12) inches, away from the test subjects face, and gradually moving to within one (1) inch of the test subjects face.
- * The test subject should be advised to perform the following exercises:
 1. Breathe normally
 2. Breathe deeply. Verify that the breaths are deep and regular.
 3. Turn head all the way to both sides. Inhale on both sides.
 4. Move head up and down. Inhale when the head is in the full up position.
 5. Jog in place, for approximately twenty (20) seconds.
 5. Recite the Rainbow Passage:

“When the sunlight strikes raindrops in the air, they act like a prism and form a rainbow. The rainbow is a division of white light into many beautiful colors. These take the shape of a long round arch, with it’s path high above and it’s two ends apparently beyond the horizon. There is, according to legend, a boiling pot of gold at one end. People look, but no one ever finds it. When a man looks for something beyond his reach, his friends say he is looking for a pot of gold, at the end of the rainbow”.

- * If the test subject detects any smoke, the test should be suspended and the respirator rejected, unless repositioning or other appropriate procedures provide a positive seal.
- * Complete fit test documentation.

**Qualitative Respirator Fit Test Record
Irritant Smoke**

Date Test Conducted: _____

Test Subject's Name: _____

Social Security Number: _____

Test Conducted by: _____

Respirator Identification Information: Manufacturer: _____

Model Number: _____

Size: _____

Respirator positive/negative pressure test conducted: _____

TEST EXERCISES CONDUCTED

(Check appropriate line after each test has been completed)

Breathe Normally: _____

Breathe Deeply: _____

Head Movement (side to side): _____

Head Movement (up & down): _____

Recite "Rainbow Passage": _____

(1) Jog in Place: _____

- (1) "When the sunlight strikes raindrops in the air, they act like a prism and form a rainbow. The rainbow is a division of white light into many beautiful colors. These take the shape of a long round arch, with it's path high above and it's two ends apparently beyond the horizon. There is, according to legend, a boiling pot of gold at one end. People look, but no one ever finds it. When a man looks for something beyond his reach, his friends say he is looking for a pot of gold, at the end of the rainbow".

Breathe Normally: _____

Signature of Tested Subject

Signature of Tester