RESPIRATORY PROTECTION PROGRAM EVALUATION CHECKLIST & INSTRUCTIONS FOR USE

Item Description	Yes	No
1.Is there a written policy which acknowledges employer responsibility for providing a safe & healthful workplace?		
2.Has a suitably trained individual been designated as the respiratory protection program administrator with overall responsibility for development and implementation of the respiratory protection program?		
Does the written respiratory protection program include the following required elements? (Items 3-12)		
3. written designation of a program administrator;		
4.an evaluation of hazards and identification of appropriate respirators for specific job classifications and/or task;		
5. procedures for medical evaluations of respirator users required to use respirators;		
6. fit testing procedures for tight-fitting respirators;		
7. procedures for proper use of respirators;		
8. procedures and schedules for storage, inspection, and maintenance of respirators;		
9. procedures for training employees regarding the respiratory protection program;		
10. a description of the training curriculum;		
11. procedures for voluntary use of respirators; and		
12. procedures for regular evaluation of the program.		
13. Is the written program readily available to any employee included in the program?		
14. Is there a record of medical clearance for each employee required to wear a respirator?		
15. Is there a record of a fit test or fit test screening for each respirator user from within the last year?		
16. Have users been trained in the proper use, maintenance, and inspection of respirators?		
17.Have workers been trained on the respiratory hazards to which they are potentially exposed during routine and emergency situations?		
18.Are workers prohibited from wearing respirators with a tight-fitting facepiece if they have facial hair or other characteristics which may cause face seal leakage?		

Item Description	Yes	No
19. Are respirators stored appropriately so as to prevent them from becoming damaged or deformed?		
20. Are the users wearing the respirator for which they have passed a fit test?		
21.Are N-95, or more protective, respirators always worn by respirator users in areas occupied by a suspected or confirmed case of airborne infectious disease?		
22.Are PAPRs always worn by respirator users in areas where a high hazard procedure is being performed on a suspected or confirmed case of airborne infectious disease?		
23.Are N-95, or more protective, respirators always worn by individuals in areas where a high hazard procedure is being performed on a suspected or confirmed case of seasonal influenza?		
24. Are respirators inspected by the users before each use?		
25. Are respirators being donned and doffed correctly?		
26.Are PAPRs and any other reusable respirators cleaned and disinfected as often as necessary, including before being worn by a different individual?		
27. Is there a mechanism for users to report problems with respirator use?		
28. Is there a mechanism for users to provide feedback about the effectiveness of the program?		

RESPIRATORY PROTECTION PROGRAM EVALUATION CHECKLIST & INSTRUCTIONS FOR USE

This checklist should be completed and used to update any deficiencies in the program on a regular basis. Any changes made to the program should be documented and kept on file with the written program, which must be available to all employees. List the changes or improvements that need to be made to the program.

1. MSU has an obligation to provide and maintain a safe and healthful environment to all respirator users. This obligation should be stated in writing as a reason for developing and implement a respiratory protection program (RPP) and can serve as the opening paragraph of the written RPP.

2. The RPP must have a designated person to be held accountable for implementing the respiratory protection program. The Respirator Program Administrator (RPA) should understand the principles of respiratory protection and regulatory requirements.

3. One individual should be identified either by name or job title as the RPA. If additional people have key responsibilities for the RPP, their names and roles may be listed as well.

4. The hazard evaluation/respirator selection section of the RPP should include a list of job titles and/or tasks and identify the type of respirator required for each. This should just be general type (e.g., N95 or PAPR), not specific make or model.

5. Written procedures should address how respirator users are to obtain and complete the questionnaire, who will evaluate the questionnaire, who will do exams when necessary, how clearance will be reported, and how records will be kept.

6. Written fit test procedures should address the following questions. Who will do the fit test? What protocol will be used? What will happen if someone fails the fit test? How are records kept?

7. Procedures for use should include policies for prohibition of use (e.g., facial hair), procedures for proper use including inspection of the respirator, seal checks, proper donning and doffing technique, etc.

8. Procedures should address appropriate storage, maintenance, disposal and/or cleaning and disinfecting of all types of respirators used at the facility.

9. The training section of the RPP should include the procedures for training (e.g., who will do it and how often).

10. The training section should also include the hazards to which employees are exposed; the procedures for proper use and maintenance of respirators; and the limitations of the respirators being used.

11. In instances where respirators are not required by the RPP, procedures for individuals who voluntary chose to use respirators are included in the RPP.

12. Procedures for periodic evaluation of the RPP must be in writing and must include procedures for obtaining feedback from employees as part of the evaluation process.

13. Addresses the requirement that the written RPP must be available for review to anyone in the program. It may be in a central file accessible to individuals, or it may be available in electronic format, but individuals must know where to find it.

In order answer questions 14 and 15, you will need to pull the records on medical evaluations and fit tests and make sure that they are comprehensive. If records are missing for any respirator user, you must determine immediately whether the records are simply missing, or if the person has really not been evaluated or fit tested. Any time you discover missing records, you should rectify this immediately.

Questions 16 and 17 may also be answered by pulling records if your facility is tracking who has been trained. If there is not an easy way to obtain this information, you should consider either tracking this electronically, or keeping a training roster in a file so that you can easily determine who has and has not been trained. If there is anyone wearing a respirator who has not been trained, this should also be rectified immediately.

In order to answer questions 18-26, you will need to go to the units and observe the program in action. Watch carefully to ascertain whether or not the procedures in the written program are being followed. If they are not, you will need to determine whether additional training is needed or whether your procedures should be revised.

Questions 27 and 28 address procedures for communication and feedback that should be in place for individuals covered by the RPP.

27. Addresses whether or not there is a way for users to report any specific problems they are having on a day-to-day basis. Is their model and size of respirator unavailable? Are the straps of their N-95 breaking during donning? Are they experiencing discomfort or difficulty breathing when wearing respirators for required time periods? Are they unable to get a good seal when they perform a seal check? Do they know who to report these problems to?

28. Addresses whether or not employees are involved in the periodic evaluation of the program. Is there a way for them to communicate general problems or ideas for improvement to the RPA so that appropriate changes to the program will be considered when the program is evaluated.