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6. Evaluate storage areas for respirator equipment.
7. Review issuance and use records for the equipment.
8. Assure that [medical approval](#) has been obtained for each user.
9. Inspect equipment at regular intervals.
10. Evaluate atmospheres or work conditions to determine the need for respiratory protection.

*Voluntary Use  
Nuisance Dust  
Masks*

Employees who elect to wear dust masks in environments that do not contain regulated levels of contamination may do so with their supervisors' permission after being provided with a copy of OSHA Respiratory Protection Appendix D found at: [http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=9784](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9784) . Departments will provide, at no cost to employees, appropriately rated N95 masks. Use of bandanas or other homemade respirators is prohibited when an employee voluntarily elects to use respiratory protection for nuisance dust levels.

**It is critical that voluntary-use employees understand that disposable N95 respirators provide limited or no protection for toxic or hazardous atmospheres and that they must review and understand the material presented in Appendix D as referred to in the preceding paragraph.**

No additional requirements as described in the subsequent sections of this policy apply to voluntary use of nuisance dust masks.

*Respirator  
Selection*

Caution must be used in the selection of a respirator. The respirator must provide adequate protection against the anticipated hazard to which the worker is exposed. Only NIOSH approved respirators will be used.

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If there is doubt about functionality, the device providing greater protection must be used. In no case should a respirator be selected which offers less protection than required for the particular conditions under which it is to be used.

*Selection*

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*Emergency Use*

Possible emergency use of respiratory protective equipment should be anticipated and planned. Written procedures shall be prepared covering the safe use of the equipment in dangerous atmospheres that might be encountered in an emergency.

Periodic training sessions shall be held for those individuals most likely to use the equipment in an emergency. Training shall include demonstration and practice in putting on the respirator, testing for fit, discussion of the capabilities, and limitations of the equipment, etc. The equipment manufacturer's instructions should be closely followed.

If the atmosphere involved is imminently dangerous to life or health, standby persons must be present with suitable rescue equipment. The Risk Management Department must be immediately notified if an area has a danger level of this magnitude so that a risk assessment may be made.

*Department Inspections*

Departments will regularly perform inspections in accordance with the following schedule. A record shall be kept of inspection dates, findings, and corrective actions for all respirators maintained for use.

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1. Check of headstraps for breaks or tears, loss of elasticity, and missing or malfunctioning buckles.
2. Check of facepiece for dirt, cracks, tears, holes, distortion, or any other signs of deterioration.
3. Check of valves for dust, dirt, or detergent residue on the valves or valve scat; cracks, tears, or distortion in the valve material; or missing or defective valve covers.
4. Check of filter elements for correct filter(s), missing or worn gaskets, worn threads, cracks or dents in filter housing, service life indicator and end of service date.
5. Inspect all other components as required by the manufacturer if in addition to the components listed.

*Repair*

Damaged respirators shall be brought to the immediate attention of the supervisor. Repair shall be done by trained personnel with parts designated for the respirator. If immediate repairs cannot be made and a respirator is needed, a temporary replacement with the same model and size shall be issued.

*Cleaning and*

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