

6. Documentation and Record Keeping

A written copy of Florida Tech Respirator Protection Program and the OSHA standard is kept in the University Safety Office and is available to all employees who wish to review it.

University Safety Office (USO) will maintain the copies of training and fit test records. These records will be updated as new employees are trained as existing employees receive refresher training, and as new fit tests are conducted. USO will also maintain copies of the medical clearance records for all employees covered under the respirator program. The completed medical questionnaire and documented findings are confidential and will remain with the appropriate medical practitioner. USO will only retain written recommendation regarding each employee's ability to wear a respirator. These records will be retained and available in accordance with 29 CFR 1910.1020. The medical record for each employee shall be preserved and maintained for at least the duration of employment plus (30) years.