

### 3. Responsibilities

#### A. University & Department

Florida Tech has the overall responsibility for providing a place of employment free of recognized hazards and unsafe conditions, as well as complying with federal, state, and local standards and regulations.

Departments shall provide such equipment and supplies as are necessary to comply with this policy. Departments shall bear the cost of respiratory protective equipment, the cost of miscellaneous supplies & maintenance, and the cost of medical evaluations required by the Respiratory Program.

The Respiratory Protection Program is administered for Florida Institute of Technology through the Department of Safety. The Director of the Department of Safety shall act in the capacity as **Respiratory Program Coordinator (RPC)**, and work to ensure all elements set forth in this Program are followed.

The **Respiratory Program Coordinator (RPC)** is solely responsible for this program and has full authority to make necessary decisions to ensure its success. The RPC has assigned responsibility for implementation and day to day operation of the respirator program to a designated **Respiratory Program Administrator (RPA)**. The RPA will consult with other authorities on health hazard recognition and respiratory protection if there is any doubt regarding hazard determination, or proper selection and use of respirators.

The Respiratory Program Coordinator for the Florida Institute of Technology is H. Greg Pebbles III.

Each authorized department employee (**Appendix F**), while in an area that requires the use of a respirator, shall wear the appropriate, properly fitted, NIOSH approved respirator assigned by University Safety Office (USO).

Deans, Department Chairpersons and RPAs have overall responsibility for implementation of the Respiratory Protection Program within their departments.

#### B. University Safety Office (USO)

USO is responsible for:

1. This Program and has authority to make the technical and administrative decisions necessary for program implementation.
2. Monitoring the workplace to determine employee exposures and the need for respiratory protection
3. Consulting with the RPA or department supervision to select the best type of respirator for their purpose.
4. Performing respirator fit test on respirator wearers as required.
5. Training employees required to wear respirators.

6. Conducting respirator audits periodically to determine program effectiveness and regulatory compliance.

### **C. Respiratory Program Administrator (RPA)**

Department RPA may serve as a liaison between the department and the USO for the dissemination of information or resolution of concerns. Specifically, each University RPA is required to:

1. Consider engineering or administrative controls that would eliminate the need for respiratory protection in the department.
2. Work with USO to implement the Respirator Program if engineering or work practice controls are determined to be infeasible.
3. Develop Standard Operating Procedures (SOPs) for department activities that require respirator use.
4. Report any accidents, injury or illness that may be related to the use of respiratory protection.

The RPA is responsible for administering the respiratory protection program. Duties of the respiratory program administrator (RPA) include:

- Identifying work areas, processes or tasks that require workers to wear respirators, and evaluating hazards.
- Selection of respiratory protection options.
- Monitoring respirator use to ensure that respirators are used in accordance with their certifications.
- Arranging for and/or conducting training.
- Ensuring proper storage and maintenance of respiratory protection equipment.
- Conducting/ supervising qualitative fit testing with Irritant Smoke.
- Administering the medical surveillance program.
- Maintaining records required by the program.
- Evaluating the program.
- Updating written program, as needed.

The University Safety Office (USO) shall provide administrative support to assure compliance with the Policy. The RPA shall:

- Coordinate with the employee and supervisor and schedule personnel training with USO

- Assist USO in performing fit-test on their employees who are using respirators.

#### **D. Supervisors**

Supervisors are responsible for ensuring that the respiratory protection program is implemented in their particular areas. The employee's immediate supervisor is responsible for enforcing respirator use. In addition to being knowledgeable about the program requirements for their own protection, supervisors must also ensure that the program is understood and followed by the employees under their charge. Duties of the supervisor include:

- Ensuring that employees under their supervision (including new hires) have received appropriate training, fit testing and annual medical evaluation.
- Ensuring the availability of appropriate respirators and accessories.
- Being aware of tasks requiring the use of respiratory protection.
- Enforcing the proper use of respiratory protection when necessary.
- Ensuring that respirators are properly cleaned, maintained, and stored according to the respiratory protection plan.
- Ensuring that respirators fit well and do not cause discomfort.
- Continually monitoring work areas and operations to identify respiratory hazards.
- Coordinating with the RPA on how to address respiratory hazards or other concerns regarding the program.

#### **E. Employees**

Employees are responsible for:

- Notifying their supervisor and/or RPA/USO if they:
  - o Have concerns or questions about workplace exposure,
  - o Questions about respirator use, or
  - o Exhibit possible signs or symptoms of workplace exposure.
- Wearing the appropriate respiratory protective device when performing activities in locations designated by the USO as requiring respiratory protection.
- Maintaining a facial surface consistent with a proper fit of the respiratory protective device.
- Performing routine care and preventive maintenance of their selected respirator as described in this program and any manufacturers' specific recommendations and completing the appropriate records.
- Guarding against damage to the respirator.

- Participating in fit testing and having their respirator available for inspection during fit testing.
- Participating in medical evaluation prior to respirator use and annually or as needed.
- Inspecting their respirator prior to each use.
- Immediately leaving the contaminated area if a respirator malfunction occurs and reporting the malfunction to the responsible person designated by the departmental supervisor in the written standard operating procedures; and
- Complying with departmental standard operating procedures and other requirements specified in this program.

