

Northwestern  
Respiratory Protection  
Environmental Health and Safety

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## I. Purpose

This program establishes procedures to reduce inhalation exposure to hazardous materials through the

- vi. Ensure employees are properly using, maintaining and inspecting their respirators according to [Respirator Care and Use](#) guidelines and remove respirators from service when any unsafe condition is identified
- vii. Contact EHS to evaluate any safety concerns or changes in workplace conditions or hazards.

C. Employees

- i. Adhere to the requirements of this program, the [Respirator Care and Use](#) guidelines, and all respirator manufacturer guidelines
- ii. Prior to wearing a respirator, if required:
  - a. Complete a medical clearance questionnaire and participate in a medical evaluation, as required;
  - b. Attend all required training and fit testing; and
  - c. Remove all facial hair that comes between the sealing surface of the facepiece and the face
- iii. Report all respirator maintenance issues to supervisor and remove the respirator from service. 17J EMC /0 gT2 (s)6.5 (o1e0413131)1e04144

- iii. Medical questionnaires will be provided in a manner that ensures the employee understands its content during the employee's normal working hours or at a time and place convenient to the employee.
- iv. Employees must provide the following information in the medical questionnaire:
  - a. The type of respirator to be used;
  - b. The duration and frequency of respirator use (including use for rescue and escape);
  - c. The expected physical work effort;
  - d. Additional protective clothing and equipment to be worn; and
  - e. Temperature and humidity extremes that may be encountered.

#### B. Medical Evaluations

- i. Medical clearance questionnaires will be reviewed by qualified physicians or other licensed health care professionals (PLHCP) to provide one or more of the following:
  - a. Clearance to wear a respirator.
  - b. A recommendation for any medical tests (e.g., pulmonary function, test) consultations, and/or diagnostic procedures necessary to make a final medical clearance
  - c. Any other recommendations (e.g., increased frequency of medical evaluations).
- ii. Medical tests, consultations, and/or diagnostic procedures performed by PLHCPs will be administered confidentially during the employee's normal working hours or at a time and place convenient to the employee
  - a. Evanston Campus  
NorthShore University Health Systems OME 2650 Ridge Avenue,  
Suite 4225 Evanston, IL 60208 847-657-1700
  - b. Chicago Campus  
Concentra, 614 W. Monroe Street, 3128-0700
- iii. Additional medical evaluations may be required when:
  - a. An employee reports medical signs or symptoms that are related to the employee's ability to use a respirator (e.g., significant weight lost/gain, pregnancy, respiratory conditions)
  - b. A PLHCP, supervisor, or EHS determines the employee needs to be reevaluated
  - c. Information from this program, including observations made during fit testing and program evaluation, indicate a need for reevaluation; or
  - d. A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on the employee

#### C. Medical Clearance

- i. Based on the medical clearance questionnaire and medical evaluations, the PLHCP will provide a written recommendation EHS regarding the employee's ability to use the respirator, including:
  - a. Any limitations on respirator use related to the medical condition of the employee, or relating to the workplace conditions in which the respirator will be used, including whether or not the employee is medically able to use the respirator;

- b. The need, if any, for followup medical evaluations; and
    - c. A statement that they have provided the user with a copy of their recommendation.
  - ii. If desired, the employee will have the opportunity to discuss the medical evaluation results with the PLHCP.

D.



## IX. Recordkeeping

- A. Medical clearances, training records, and fit testing records are maintained by EHS as follows:
  - i. Medical clearance records must be maintained for the length of employment, plus 30 years
  - ii. Training and fit testing records will be maintained in the myHR Learn system or other means if necessary for at least 3 years.
- B. The following records must be maintained by departments, as applicable
  - i. SCBAs must be inspected monthly using the [SCBA Maintenance Log](#) or equivalent means. Records must be maintained for at least 3 years.
  - ii. Departments are responsible for monthly emergency escape only respirator inspections monthly using the [Emergency Escape Breathing Apparatus Maintenance Log](#) or equivalent means. Records must be maintained for at least 3 years.

## X. Regulatory Authority and Related Information

Northwestern will comply with Occupational Safety and Health Administration's (OSHA) standards and any other applicable codes and standards, including:

[OSHA 29 CFR Part 1910.134 - Respiratory Protection](#)  
[Respirator Selection Guide](#)  
[Cartridge Selection Guide](#)  
[Respirator Care and Use](#)  
[SCBA Maintenance Log](#)  
[Emergency Escape Breathing Apparatus Maintenance Log](#)  
[Voluntary Use of a Respirator Request Form](#)

## XI. Contact

For questions, contact Environmental Health and Safety at [ehs@northwestern.edu](mailto:ehs@northwestern.edu) in non-research areas and Research Safety at [researchsafety@northwestern.edu](mailto:researchsafety@northwestern.edu) in research areas.