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4.1 Implementation and Ongoing Administration

The Town of Daysland will maintain a comprehensive hazard assessment and control processes for all job tasks in accordance with Part 2 of the Alberta Occupational Health and Safety Code. Conducting hazard assessments for all the tasks on a worksite can help eliminate injury, illness and damage to property by identifying the hazards and then correcting unsafe acts and conditions. By correcting the conditions and actions, workplaces become safer. This directly reduces the number of incidents which ultimately increases productivity and eliminates costs to the company.

Hazard Assessments include the following:

- Work related activities or tasks.
- Environmental factors, equipment, tools and chemicals.
- Lists of potential hazards.
- Analysis of risk.
- Hazard controls.

Hazard Assessments need to be completed for the following:

- New tasks or types of projects.
- New procedures, processes or materials.
- Changes or additions to equipment or tools.

Completed hazard assessments will be used in several ways, including:

- To develop or modify safe work procedures.
- As an aid to training.
- To enable work performances to be systematically observed.
- To focus attention on critical steps during safety inspections.
- As a reference guide for jobs that are done infrequently.
- To enable incident investigators to compare the actual events with the company standards.

To complete an effective hazard assessment and analysis we must:

- Identify health and safety hazards associated with your work environment.
- Evaluate hazards associated to specific jobs.
- Prioritize hazards in terms of the risk they pose to employees.
- Describe methods used to control the identified hazards.
- Explain practical hazard controls applicable to your workplace.

4.2 Responsibilities

Chief Administrative Officer

- Allocate appropriate resources to ensure hazard assessments are completed.
- Provide resources for training to employees on hazard identification and risk assessments.
- Review or have a designate review the completed hazard assessments on an annual basis.
- Ensure controls are in place for identified hazards.
- Produce safe work practices and procedures for hazards that cannot be eliminated by engineered controls.
- Provide PPE to protect against hazards that cannot be controlled otherwise.
- Review reported hazards, near misses, incidents and property or environmental damage to identify potential hazards and follow through on action items to reduce recurrence.

Foreman/Supervisors

- Provide resources for training to employees on hazard identification and risk assessments.
- Review or have a designate review the completed hazard assessments on an annual basis.
- Complete hazard assessments, with employees, on each identified task group, for each job performed under their supervision.
- Ensure controls are in place for identified hazards.
- Produce safe work practices and procedures for hazards that cannot be eliminated through engineered controls.
- Provide PPE to protect against hazards that cannot be controlled otherwise.
- Review reported hazards, near misses, incidents and property or environmental damage to identify potential hazards and follow through on action items to reduce recurrence.

Employees

- Attend hazard assessment training and take part in the hazard assessments conducted on their tasks and those around them.
- Review safe work practice and procedures for the job they will be performing.
- Follow administrative controls put in place to control against identified hazards.
- Use PPE when required to control against identified hazards.
- Report identified hazards, near misses, incidents and property or environmental damage.

Health and Safety Representative

- Complete hazard assessments, with employees, on each identified task group, as required.
- Review or have a designate review the completed hazard assessments on an annual basis.
- Ensure controls are in place for identified hazards.
- Produce and review safe work practices and procedures for hazards that cannot be controlled through engineered controls.
- Review reported hazards, near misses, incidents and property or environmental damage to identify potential hazards and follow through on action items to reduce recurrence.

4.3 Hazard Reporting

All hazards in the workplace shall be reported immediately and appropriate corrective action shall be taken to eliminate or control those hazards. A hazard is defined as any practice, behaviour, condition, thing or situation or combination of these having the potential to cause injury or illness to a person or damage to property and equipment.

Employees shall promptly report workplace hazards to their immediate foreman or supervisor so that appropriate corrective action can be taken to control the hazard by identifying the risks.

Hazards will be reported by the following means:

- A verbal report to the foreman or supervisor.
- A written report to the foreman or supervisor.
- Workplace inspection reports.

Where a hazard presents an imminent danger, immediate and direct notification to the employee's foreman or supervisor is required. Where the immediate foreman or supervisor is not available, the employee shall report the hazard to the CAO. Where a hazard presents an emergency or imminent danger situation, work will be stopped until the situation can be corrected.

4.4 Quantitative Risk Assessment

The aim of the risk assessment portion of the hazard assessment is to prioritize hazards for removal or measures to reduce the level of its risk by adding precautions or control measures as necessary. Doing so creates a safer and healthier workplace. Risk analysis can be defined as the process of determining the likelihood of undesired events, harm or loss. Hazards are prioritized by taking into account the employee exposure and the potential for incident, injury or illness. Assigning a priority to the hazards creates a ranking or an action list that puts the most serious hazards first.

The following factors play an important role:

- Frequency of exposure – how often employees are performing the task and therefore exposed to the related hazards
- Potential consequences – the degree of harm likely to result from the exposure
- Probability of incident occurrence – how likely it is that an incident will happen during this process

Daysland uses a four-point three-factor scale to determine the degree of risk:

Frequency of Exposure (to the hazard)

4	One or more times a day
3	At least once a week
2	At least once a month
1	Less than once a month

Incident Probability (likelihood that exposure will result in loss)

4	Probable (expected to happen at least once a year)
3	Occasional (will happen once every 1 to 5 years)
2	Remote (not likely to happen, but possible once every 5 to 20 years)
1	Improbable (not likely to happen)

Potential Consequences (severity of the resulting loss)

4	Catastrophic (death, serious injury/illness, permanent disability; extensive property damage)
3	Critical (lost time injury/illness, temporary disability; considerable property damage)
2	Marginal (medical aid injury, minor illness; minor property damage)
1	Negligible (first aid injury; limited property damage)

Rate each identified hazard based related experience, related data/information, training, knowledge of the work site and existing protective measures to assign a realistic point value for each of the three risk factors.

Once each factor has been rated, the degree of risk is determined by multiplying the three factors together:

Frequency of Exposure	x	Incident Probability	x	Potential Consequence	=	Degree of Risk
4	x	3	x	4	=	48

After the degree is calculated, the control measures for the hazards identified are classified and listed on the hazard assessment.

The following are the three classifications used for hazard controls:

Engineering controls focus on eliminating or physically controlling the hazard. Examples include substituting a less toxic chemical or quieter piece of equipment, guarding a machine, enclosing a noisy cab with sound absorbing materials, installing ventilation, putting up barricades or installing more electrical outlets so cords are not running through traffic areas. Engineering controls are the preferred method of control as it controls the hazard at the source.

Administrative controls focus on managing the hazards through procedures, schedules or signage. Examples include doing certain tasks when there are fewer people present to lessen possibility of exposure, job rotation to prevent repetitive strain injuries and safe job procedures to ensure hazardous tasks are done correctly. It is important to understand that administrative controls do not actually “control” the hazard but rather “manage” the hazard.

Personal protective equipment is the last and least preferred method of control, as it controls the hazard at the person. Examples include steel-toe boots, respiratory protection, safety glasses, gloves and hearing protection.

4.5 Classifying Hazards By Category

A common way to classify hazards is by category:

- Physical – any form of energy, such as contact with a moving part, vibration, electricity, noise, etc.
- Chemical– Chemical hazards can appear as gases, vapours, liquids, solids, dust, fumes or mists which can be flammable, toxic, corrosive, reactive or explosive.
- Biological– can cause disease and are found in living organisms such as bacteria, viruses, moulds, fungi and parasites.
- Ergonomic– repetitive movements, improper set up of workstation, etc.
- Psychosocial– affect the psychological well-being and are linked to factors such as shift work, work pace, production demands or threats to personal safety resulting from crime, workplace violence and harassment.

Employees shall promptly report workplace hazards to their manager so that appropriate corrective action can be taken to control the hazard by identifying the risks.

4.6 Prioritization of Hazards

Hazards are classified as high, medium or low risk based on the calculated degree of risk. This is to establish priorities for corrective action:

Degree of Risk	Risk Classification/Action
32 to 64	High Risk – Take immediate action; eliminate the risk or implement appropriate controls to lower the degree or risk to a level as low as reasonably achievable.
12 to 27	Medium Risk – Take timely action; implement appropriate controls to lower or minimize the degree of risk.
1 to 9	Low Risk – Continued operation is permissible with minimal controls; monitor the hazard and take action if the degree of risk increases.

4.7 Reviewing Hazard Assessments

Applicable hazard assessment directives must be reviewed:

- When the process or task substantially changes.
- After an incident related to the job or task covered by the hazard assessment(s).
- Periodically – at minimum, triennially (every 3 years).

4.8 Hazard Controls

The process involved to control identified hazards in the workplace. These controls will be communicated to employees involved in the hazard assessment process, as well as those exposed to the identified hazards. All employees involved in the hazard assessments process for their area or task will be directly involved in the control of the identified hazards. All employees exposed to the identified hazards will be notified of controls put in place to limit their exposure.

Related Documents

Completed Hazard Assessments
Completed Safe Work Practices & Procedures

Responsibilities

Chief Administrative Officer

- Allocate appropriate resources to ensure appropriate control measures are in place for the employees in their departments.
- Ensure that persons designated to develop written safe work practices procedures are qualified, knowledgeable and have practical work experience related to the subject matter.
- Review safe work practices and procedures when required.
- Ensure controls are in place, according to hierarchy, for identified hazards.
- Review reported hazards, near misses, incidents and first aids to identify potential hazards and follow through on action items to reduce recurrence.
- Participate in the development of safe work procedures and practices.
- Provide PPE to protect against hazards that cannot be controlled otherwise.
- Implement an accountability system to ensure controls are used as required.

Foreman/Supervisors

- Ensure all safe work procedures required for their area are developed and implemented.
- Participate in the development of safe work practices and procedures.
- Review safe work practices and procedures when required.
- Ensure controls are in place, according to hierarchy, for identified hazards.
- Review reported hazards, near misses, incidents and first aids to identify potential hazards and follow through on action items to reduce recurrence.
- Evaluating the effectiveness of safe work practices and procedures to ensure they are adequate.
- Provide PPE to protect against hazards that cannot be controlled otherwise.
- Train the employees on the use of the controls.
- Monitor employees to ensure controls are in place properly.

Employees

- Take part in hazard assessments conducted on their tasks and those around them.
- Participate in the development of safe work practices and procedures.
- Report identified hazards or near misses to manager immediately.
- Report incidents and first aids using appropriate forms.
- Use controls put in place to control against identified hazards properly.
- Attend training and use PPE when required to control against identified hazards.
- Provide feedback regarding the safe work practices and procedures to ensure continual improvement.

Health and Safety Representative

- Ensure all safe work practices and procedures are developed and implemented.
- Participate in the development of safe work practices and procedures.
- Review safe work practices and procedures when required.
- Ensure controls are in place, according to hierarchy, for identified hazards.
- Review reported hazards, near misses, incidents and first aids to identify potential hazards and follow through on action items to reduce recurrence.
- Evaluating the effectiveness of safe work practices and procedures to ensure they are adequate.
- Train the employees on the use of the controls.
- Ensure the employees are using the controls in place properly.

4.9 Field Level Hazard Assessments

It is the policy of The Town of Daysland Field Level Hazard Assessments are conducted on a daily basis on all temporary work sites as well as work sites where conditions are regularly changing.

Field Level Hazard Assessments are conducted to:

- Identify hazards
- Control hazards
- Review existing hazards
- Ensure current controls in place are effective

Field level hazard assessments check for the introduction of any unexpected hazards, or hazards for which additional controls may be needed. Any hazards identified during a site-specific hazard assessment must be addressed right away, before work begins at the location. If a site-specific hazard assessment recognizes a hazard that was overlooked by the formal assessment, the formal assessment shall be updated to include it.

4.10 Personal Protective Equipment (PPE)

PPE will be required to protect against hazards that cannot - otherwise be controlled against using engineering and/or administrative controls. The kind of PPE required to be worn depends on the hazards that will be faced by employees, which will vary by type of job and jobsite. This policy has been created to outline the expectations surrounding the selection, use, care, maintenance and limitations of PPE and applies to all people working for The Town of Daysland. Should a employee, visitor or contractor need PPE it will be issued and they shall be trained on this policy.

Responsibilities

Chief Administrative Officer

- Afford the budget for the appropriate PPE to be provided.
- Ensure that all PPE identified by hazard assessments is provided and maintained.
- Ensure that employees are trained on the care, use, maintenance and limitations of provided PPE.
- Ensure that provided PPE is used and maintained according to requirements for identified hazards.

Foreman/Supervisors

- Ensure that all PPE identified by hazard assessment directives are provided and maintained.
- Train employees are on the care, use, maintenance and limitations of provided PPE as applicable.
- Ensure that the provided PPE is used and maintained according to requirements for identified hazards.

Employees

- Take part in training on provided PPE, using and maintaining PPE as per manufacturer's specifications.
- Inspect PPE before and after each use, reporting defective equipment to your supervisor.
- Report hazards, incidents or near misses to your supervisor immediately.

Health and Safety Representative

- Ensure that all PPE identified by hazard assessments is used and maintained.
- Train employees are on the care, use, maintenance and limitations of provided PPE as applicable.

Procedure

The following will be observed and practiced at The Town of Daysland:

- All employees, contractors and visitors will wear approved PPE, and other specialty PPE where required.
- All PPE use will meet the OH&S legislation and CSA standards.
- All PPE will be maintained and used in accordance with manufacturer's recommendations and requirements.
- PPE issued will be inspected at the time of issue and before each use by the employee.
- The Town of Daysland will maintain appropriate inspection and service loss/records for specialty pieces of PPE.
- PPE will not be modified or changed contrary to its manufacturer's instructions or specifications.
- All employees using PPE will have the appropriate training.

Basic Requirements

All PPE must meet CSA/ANSI standards and shall carry markings, numbers or certificates of approval.

If a employee's eyes may be injured or irritated at a work site the employee must wear properly fitting eye protection equipment that is approved to CSA Standard Z94.3-07. Prescription safety eyewear having glass lenses must not be used if there is danger of impact unless it is worn behind safety glasses that meet the standard.

Footwear that is appropriate to the hazards associated with the work being performed and the work site must be worn that is approved to CSA Standard Z195-02.

If there is danger of injury to a employee's head at a work site, the employee must wear industrial protective headwear that is appropriate to the hazards and meets the requirements of CSA Standard Z94.1-05.

If there is a danger that a employee's hand may be injured the employee wears properly fitting gloves that are appropriate to the work, the work site and the hazards identified.

An employee's skin must be protected from a harmful substance that may injure the skin on contact or may adversely affect a employee's health if it is absorbed through the skin.

Personal Protective Equipment required at The Town of Daysland based on hazard assessment directives completed on jobs and tasks includes the following, but is not limited to:

- CSA approved steel toed boots with a Green Triangle
- CSA approved safety glasses with side shields (when required)
- Hearing Protection (when required)
- Gloves (when required)
- Reflective Vest (when required)
- Welding helmet (when required)
- Welding gloves and/or Leather gloves (when required)
- Appropriate attire

Personal Protective Equipment for Firefighters shall include the following, but is not limited to:

- Firefighter helmet
- Firefighter bunker gear
- Firefighter gloves
- Firefighter boots
- Firefighter balaclava
- Safety eye glasses
- Ear defender plugs
- Dust mask
- Coveralls
- Latex gloves

PPE provided by The Town of Daysland includes:

- Safety Glasses
- Reflective Vests
- Hearing protection
- Specialty PPE
- Allowance for safety boots

4.11 Respiratory Protective Equipment Policy

In order to prevent a potential occupational illness caused by the exposure to airborne contaminants and maintain compliance with Part 18 of Alberta Occupational Health and Safety Code the following written Policy for Respiratory Protective Equipment has been developed by The Town of Daysland.

a) All The Town of Daysland employees who are required to wear respiratory protection while on The Town of Daysland premises shall be properly trained and fit tested prior to wearing any respiratory protective equipment. All testing will be documented and kept on file.
b) Where there is evidence that the wearing of respiratory protection is required then it is a compulsory requirement to wear the proper respiratory protection for the identified hazard.

This policy applies to all management and employees working for The Town of Daysland to ensure that each designated employee is trained in this practice. Should a visitor or contractor be required to use respiratory protection, they will be issued respiratory personal protective equipment and shall also be trained on this practice.

Reference Documents

CSA Standard Z94.4-02 *Selection, Use and Care of Respirators*
Occupational Health and Safety Act, Code and Regulation
Manufacturer's Specifications

Responsibility

Chief Administrative Officer

- Ensure the budget is available for the appropriate personal protective equipment to be supplied to their employees.
- Ensure that training is provided for all employees that require the appropriate personal protective equipment.
- Ensure that all personal protective equipment identified by hazard assessments, specific for requirement of respiratory protection is provided and maintained.

Foreman/Supervisors

- Ensure that training is provided for all employees that require the appropriate personal protective equipment.
- Ensure that all personal protective equipment identified by hazard assessments, specific for requirement of respiratory protection is provided and maintained.
- Ensure that employees are trained on the care, use, maintenance and limitations of the respiratory protection.
- Ensure that provided PPE is used and maintained according to requirements for identified hazards.
- Ensure that all employees are properly fit tested and the appropriate size face piece harnesses are assigned.

Employees

- Take part in training offered by the company on the use, care and maintenance of the PPE according to manufacturers' specifications.
- Participate in the hazard assessments and the implementing of procedures to eliminate or control the hazards.
- Use the appropriate respiratory equipment provided by The Town of Daysland.
- Maintain and properly store the respiratory equipment provided by The Town of Daysland.
- Participate in the training provided on respiratory protection.
- Follow the procedure governing the use of provided respiratory protection.
- Inspect PPE before and after each use, reporting defective equipment to the supervisor.
- Report hazards, incidents, near misses or unsafe conditions to the supervisor immediately.

Procedure

The following will be observed and practiced by The Town of Daysland and its employees.

- The Town of Daysland will supply and maintain CSA approved personal protective respiratory equipment, appropriate for use in conditions where it has been determined necessary.
- The Town of Daysland will supply replacement filters to employees using their own CSA approved and maintained personal protective equipment.
- All PPE will be maintained and used in accordance with manufacturer's specifications, recommendations and requirements.
- The personal protective respiratory equipment issued will be inspected at the time of issue and before each use by the employee, and replaced as needed.

Hazard Identification

Possible hazards that if identified in the work area can indicate that the use of respiratory protection will be required include:

- Airborne contamination, or a mixture of multiple contaminants, that exceeds the identified agent's occupational exposure limits, the oxygen in the working atmosphere has or may have a concentration less than 19.5% or more than 23.0%.
- "Oxygen Deficiency": This is a lack of sufficient oxygen in the air. This can be caused by chemical reaction, fire or displacement by other gases. In confined spaces aerobic bacteria growth and oxidation of rusting metals can also cause an oxygen deficiency. Only 21% of the air is oxygen but if the level falls to less than 19.5% then unconsciousness or death could occur in minutes.
- A process that gives off dust, fumes, gas, mist, aerosol, smoke or vapour of any kind or quantity.
- "Dust, Fumes and Mists" are air borne particles. Dust is from solids that break down in activities such as sanding and grinding. Fumes occur when metal is melted, vaporized and then cooled. Mists are tiny liquid droplets created by

spraying or similar activities. Any of these, when hazardous compounds are inhaled, may become trapped in the respiratory system and cause irritation. Health problems or death may be the result.

- "Gases and Vapours": These are invisible contaminants mixed in the air. Chemical processes often produce gases. Vapours are formed by evaporation. Health problems or death may be the result of breathing hazardous gases or vapours; and,
- Temperature extremes: hot or cold temperatures may cause damage to the respiratory system.

Methods of Control

Engineering methods of control will be the preferred methods where practicable. Such methods may include local exhaust ventilation, addition of clean airs to an oxygen deficient atmosphere or the enclosure of processes that would product an airborne contaminant such as dust.

Administrative controls can be effective in areas where air contaminants are present by limiting the employee's exposure through safe work procedures.

Personal Protective Equipment including Respiratory Protection will remain as the last method of control where a hazard is identified.

Approvals & Selecting the Appropriate Respiratory Protective Equipment

The CSA (Canadian Standards Association) has in place two required standards; CSA Standard Z180.1-00 (R2005) *Compressed Breathing Air and Systems and* CSA Standard Z94.4-02 *Selection, Use and Care of Respirators, this standard covers the comprehensive qualitative and quantitative fit testing.*

There are two main categories of respiratory protection. The first is for conditions that may be Immediately Dangerous to Life or Health (IDLH). The second category is for non-IDLH conditions.

In an IDLH environment the hazards that were identified under the OHS Code (*Part 18, 244(2)*) the following factors must be reassessed every time products or processes change:

- Contaminates must be identified so that the correct filter can be selected.
- Concentrations must be known to determine the average workday and short term concentrations.
- The concentration of oxygen and possibility for it to become less than 19.5% VOL and/or more than 23.0% VOL.

Equipment for immediate danger must follow the requirements stipulated under the OH&S Code (Part 18, 251).

In a non-IDLH environment the following factors must be reassessed every time products and processes change:

- Oxygen concentration, the possibility for the atmosphere to become oxygen deficient (less than 19.5% VOL) or oxygen enriched (more than 23.0% VOL). In this case an atmosphere supplying respirator must be used.
- Dust, fumes, gas, mist, aerosol, smoke or vapour of any kind or quantity.
- Determining concentration of possible airborne contaminants and if that concentration will exceed the prescribed Occupational Exposure Limits.
- Possible toxic properties, contaminants may be hazards beyond respiratory, a case of which could be eye irritants where a full face piece rather than a half face respirator should be selected.
- Warning properties of the possible contaminants.
- The need for emergency escape.

Respiratory Protective Equipment Defined

Disposable dust mask: They offer very little protection due to poor sealing characteristics. They also provide no protection against gases and vapours. They supply no oxygen and are no protection against toxic contaminants. The only usage would be for nuisance dust and, even then, must be applied carefully and as a single use respirator.

Air purifying half-mask respirator: These are air purifying masks that cover the nose, mouth and chin. The faceplate is equipped with cartridges that capture gasses and vapours or filters which capture particles, purifying the air being breathed. A cartridge may offer protection against a combination of hazards. This type does not supply oxygen and is limited by the cartridge being used. This mask requires the operator to have all facial hair removed that could interfere with a proper seal between the mask and face.

Fit

The Canadian Standards Association Standard Z94.4-02 *Selection, Use and Care of Respirators* will be used to perform comprehensive qualitative and quantitative fit testing. There are more than one size and style of face pieces and models, satisfactory fit and employee comfort are paramount to ensure that the proper use of respiratory protection is achievable.

Respiratory protection equipment is covered specifically under Part 18 beginning at Section 244 in Alberta Occupational Health and Safety Code.

Fitting Instruction

Do not use with beard or other facial hair or other conditions that might prevent a good seal of the respirator face-piece to the wearer's face, as per Part 18 Section 250 in the Albert Occupational Health and Safety Code.

A proper seal between the face piece and the facial skin is necessary to ensure proper function. Unusual facial contours, scars, skin conditions, eyeglasses and facial hair will interfere with the seal. Should this be the case a 'user seal check' as provided by the manufacturer should be completed prior to each use.

Fit Testing
Ensure to always fit check the seal of the respirator on your face before wearing. If you cannot achieve a proper fit, DO NOT enter the contaminated area and see your supervisor.

Positive Pressure Test
Place palm of hand over the exhalation valve cover and exhale gently. If the face-piece bulges slightly and no air leaks are detected between your face and the face-piece, a proper fit has been obtained. If face seal air leakage is detected reposition the respirator on your face and readjust the tension of the elastic strap to eliminate the leakage. Repeat the above step.

Negative Pressure Fit Test
Place the palm of the hand to cover the face of the cartridge or open area of the pre-filter retainer, when the retainer is attached to the cartridge, to restrict airflow. Inhale gently. If you feel the face-piece collapse slightly and pull closer to your face with no leaks between the face and the face-piece, a proper fit has been obtained. If face seal air leakage is detected, reposition the respirator on the face and/or readjust the tension of the straps to eliminate the air leakage. Repeat the above step until a tight face seal is obtained.

NOTE: In order to maintain the effectiveness of our RPE, the equipment needs to be kept in top form. The masks should be cleaned on a regular basis and is the responsibility of the employee using them. Also, all respirators need to be kept in a bag to prevent containments from entering.

Medical Aspects
Respiratory protective must only be used by those employees physically capable of working while wearing the equipment. Pre-existing medical conditions may limit the use of equipment for some individuals. Should past medical history exist that may limit an employee The Town of Daysland is to be notified and a medical clearance will be required.

Emergency Situations
An emergency can be defined as "an unforeseen combination of circumstances that requires immediate action". Respiratory hazards may occur during emergencies as well as other breathing hazards that result from toxic materials or chemical reactions.

Maintenance of Respiratory Protective Equipment
Respiratory Protective Equipment (RPE) is considered to be specialized personal protective equipment and shall therefore be included in The Town of Daysland Preventative Maintenance Program. A completed list of Manufacturer/Make/Model of each piece of respiratory protective equipment will be kept and maintained.

The Town of Daysland requires that respiratory protective equipment be inspected for damage or deterioration and assured clean according to manufacturer's instructions before and after each use. If more than one individual is to use the respirator it must be sanitized between each use. All equipment must be stored in a ready to use condition in a clean and dust free location. All disposable respiratory equipment is to be disposed of after use according to manufacturer's instructions.
Worn or damaged parts should be replaces as specified by the manufacturer. Repairs must be done by persons certified by the manufacturer.

It is the responsibility of each The Town of Daysland employee required to use respiratory protection to:

1. The half mask respirator will be issued to each employee that requires it for regular use. The care and upkeep of that mask is their responsibility while in the employment of The Town of Daysland. The employee will have the responsibility for maintaining the respirator and will ensure it is in a proper and clean working condition. Before each use, inspect the equipment for defects, signs of wear or damage. Visually inspect the area between the cartridge and the faceplate. Make sure the cartridge is of the correct type and is seated correctly.
2. Cartridges and canisters that are near the end of their service life require replacement. Worn or damaged parts should be replaces as specified by the manufacturer. Replacement cartridges will be supplied upon request by the supervisor.
3. It is required that respiratory protective equipment be inspected for damage or deterioration and assured clean according to manufacturer's instructions before and after each use.
4. All equipment must be stored in a ready to use condition in a clean and dust free location, mask bags are provided upon purchase of each mask. Avoid distorting the shape of the respirator when storing as this may result in leakage from poor fitting.

Training
Training must be provided to all those who are to use respiratory protective equipment every two years or if there are changes in processes or products used topics must include:

- Information about airborne contaminants, potential health effects and warning properties.
- Why the particular respiratory protective equipment was chosen, its

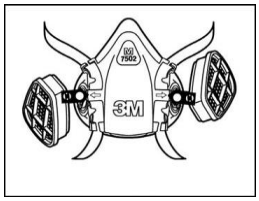
capabilities and limitations.
- How to properly put on and take off the equipment.
- How to test for satisfactory fi.
- Become familiar with this Policy.

Selection of Respiratory Equipment
The use of the respiratory equipment shall be based in the previous information in the respiratory equipment and in the definitions of Section 1 of this OHSMS. This means that a person doing any work where using a respirator would be required for their safety; then that person must use the proper respirator.

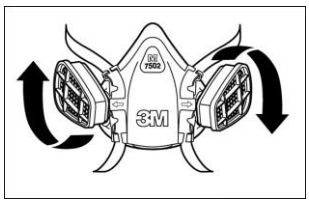
As noted earlier, the proper use of the respiratory equipment may be restricted by facial hair. A beard, bushy moustache or sideburns may result in a leakage of hazardous contaminants into the respiratory equipment, and as a result into the lungs. Therefore, any facial hair that interferes with the respiratory equipment seal must be removed prior to the start of an employees' work shift.

Respiratory Protective Equipment Donning and User Seal Checks

Attaching the Cartridges



Align cartridge on face piece, turn cartridge till secured.
(Follow manufacturer's instructions)

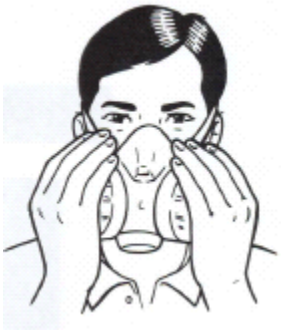


Donning the ½ Mask Respirator

1. Place the respirator over the mouth and nose, then pull the head harness over the crown of the head. Grasp the bottom straps, place them at the back of the neck and hook them together.
2. Pull the ends of the straps to adjust the tightness. Do not over-tighten.
3. Perform a positive and/or negative pressure user seal check each time the respirator is donned.

User Seal Checks
The purpose of a "seal check" is to ensure you have an effective respirator seal to the face every time you put the respirator on or adjust the respirator.

Negative Pressure Seal Check

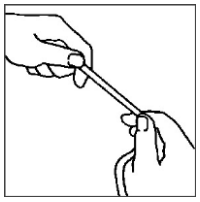


The negative pressure seal check is done by closing off or blocking the inlet opening(s) of the air purifying elements of the respirator so that when the user inhales, no air will flow into the face piece. The user then gently inhales and holds their breath for at least 5 seconds. The face piece should collapse slightly on the face and remain collapsed while the breath is being held. If this occurs, the test is successful. Otherwise, the user must verify the seal of the respirator to the face and adjust the face piece and harness and repeat the test. If the test cannot be successfully completed, the user should check the respirator face piece components for leakage or use a different brand/size of respirator.

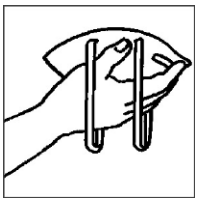
Positive Pressure Seal Check

The positive pressure seal check is done by closing off or blocking the exhalation valve or breathing tube, or both, of the respirator so that no air will flow out of the face piece. The wearer exhales gently and checks for a slight positive pressure in the face piece. If no air leaks from the face piece while positive pressure is maintained, the test is successful. Otherwise the seal of the face piece must be checked and the harness adjusted and the test must be repeated. Again, if the user is not able to successfully complete this test, the respirator must be checked or another type tried.

Donning Disposable Respirators



Check the straps before placing the respirator on the face.



Cup the respirator in your hand, with the nosepiece at your fingertips, allowing the headbands to hang freely below your hand.

Position the respirator under your chin with the nosepiece up. Pull the top strap over your head resting it high at the top back of your head. Pull the bottom strap over your head and position it around the neck below the ears.

Place your fingertips from both hands at the top of the metal nosepiece. Using two hands mold the nose area to the shape of your nose by pushing inward while moving your fingertips down both sides of the nosepiece. Pinching the nosepiece using one hand may result in improper fit and less effective respirator performance. Use two hands.

Perform a User Seal Check prior to each wearing.

Seal checks for disposable respirators (N95)

For disposable respirators, the user seal checks are done somewhat differently. For disposable respirators with no valve, both hands must be placed completely over the respirator while the wearer exhales. Be careful not to disturb the position of the respirator. The respirator should bulge slightly. For disposable respirators that have a valve, both hands should be placed over the respirator and the user inhales sharply. The respirator should collapse slightly. If air leaks at the edges of the respirator, it should be re-positioned and adjusted for a more secure fit and the test repeated. If the seal check cannot be successfully completed, another type/style/size of respirator should be tried.