



**MT. SAN JACINTO COMMUNITY
COLLEGE DISTRICT**

RESPIRATORY PROTECTION PROGRAM

July 16, 2026

Contents

Purpose and Policy Statement	3
Scope and Application.....	3
Responsibilities	3
Program Administrator	3
Department Manager/Supervisor	4
Employees	4
Respirator Selection Procedures	4
Medical Evaluation	5
Fit Testing	5
Procedures for Proper Respirator Use	5
Respirator Cleaning, Maintenance and Storage	6
Cleaning	6
Maintenance	6
Storage.....	7
Training.....	7
Program Evaluation.....	7
Documentation and Recordkeeping	7
Appendix A	9
Appendix B	10
Appendix C	11
Appendix D	12
Appendix E	13
Appendix F	14
Appendix G	15

Respiratory Protection Program for Mt. San Jacinto Community College District

Purpose and Policy Statement

The Mt. San Jacinto Community College District (District) will prevent occupational inhalation exposures through feasible measures such as elimination, substitution, engineering controls, and safe work practices. Respirators will be used only when these controls cannot adequately protect employees, during control implementation, or for approved emergency or voluntary use.

Employees may not perform respirator-required work until hazards have been assessed and all required medical clearance, fit testing, training, and authorization have been completed and documented.

Scope and Application

This Respiratory Protection Program applies to all employees with potential exposure to respiratory hazards and to employees required or authorized to wear respirators. Covered employees must be enrolled in and comply with the program requirements. Appendix A identifies tasks involving required, emergency, and voluntary respirator use, and Appendix B identifies participating employees. Appendix G includes definitions of terms and acronyms.

The District will implement feasible engineering controls, work practices, and other exposure-reduction measures before requiring respirator use. Respirators are used when other controls are not sufficient, during implementation of controls, or for approved emergency or voluntary use.

Employees may voluntarily wear respirators when approved by the Program Administrator. Voluntary users must comply with applicable provisions of this program and receive the information required by Appendix C. Manufacturer instructions are incorporated into this program and employee training, as applicable.

Responsibilities

Program Administrator

The Director of Regulatory Compliance shall be the Program Administrator. This individual shall establish, implement, and maintain a program designed to eliminate or minimize exposure to airborne contaminants.

Risk Management Department

The Risk Management Department will:

- Evaluate respiratory hazards in the workplace.
- Explore alternatives to reduce employee exposures without the need for respiratory protection (such as engineering controls). Identify work areas, processes, or tasks that require workers to wear respirators.

For employees enrolled in the respiratory protection program, Risk Management will:

- Develop training materials, fit-testing, and coordinate annual training.
- Evaluate and approve voluntary use of respirators.
- Maintain training records.
- Maintain records of pass/fail medical evaluations and fit testing.

- Ensure employees who do not meet program requirements are not authorized to participate in respirator-required work.
- Develop procedures for regularly evaluating the effectiveness of this program with updates as needed.

Department Manager/Supervisor

Department manager/supervisor is responsible for:

- Collaborating with Risk Management to identify and evaluate employee exposure hazards.
- Ensure employees under their supervision complete required training, fit testing, and medical evaluations.
- Ensuring appropriate respirators and accessories are available.
- Enforcing respiratory protection requirements and proper respirator use.
- Ensuring respirators are properly cleaned, maintained, inspected, and stored.
- Ensuring respirators fit properly and address fit concerns, including additional fit testing when needed.
- Monitoring work activities for respiratory hazards and communicate concerns to the Program Administrator.
- Ensuring employees follow required respirator cartridge change schedules.

Employees

Employees are responsible for:

- Notifying supervisor or Risk Management of any voluntary use of respirator protection.
- Attending training and completing fit-testing on a regular basis.
- Wearing their respirators when and where required and in the manner in which they were trained.
- Caring for and maintaining their respirators as instructed, and store them in a clean, sanitary location.
- Changing their respirator cartridges out according to the prescribed change-out schedules.
- Informing their supervisor immediately if the respirator no longer fits well or is found to be unacceptable.
- Informing supervisor immediately of any personal health problem could be caused or aggravated by using respiratory protection equipment.
 - Employees are not required to report any condition, diagnosis or treatment. Employees must report that a health problem may exist. For work-related health concerns, employee will contact Human Resources / Workers' Compensation.
- Informing their supervisor or the Program Administrator of any respiratory hazards that they feel are not adequately addressed in the workplace and of any other concerns that they have regarding the program.

Respirator Selection Procedures

The Program Administrator will identify and approve respirators for workplace use.

- Respiratory hazard assessments will be conducted for operations, processes, or work areas where airborne exposures may exceed applicable limits.
- Hazard assessments may include identification of hazardous substances used in workplace by department or work process, review of work process, review of work process records, and conducting necessary exposure monitoring to review potential hazardous exposures.
- Respirators will be selected in accordance with Cal/OSHA requirements and based on identified hazards, exposure levels, workplace conditions, and employee needs.
- Only NIOSH-certified respirators will be used.
- A sufficient range of respirator models and sizes will be available to ensure proper fit.

- NIOSH-approved particulate filters will be used when protection against airborne particulates is required. All filters, cartridges, and canisters must be labeled with the appropriate NIOSH approval label and may not be removed or defaced while in use.
- Single use disposable masks (such as dust masks for comfort or illness) are permitted for voluntary use by District employees. The Mt. San Jacinto Community College District does not permit its employees to use their own, personal respirators. Single use disposable masks are not NIOSH approved and may not be worn against toxic air contaminants.

Medical Evaluation

Employees required to wear respirators must complete a medical evaluation to determine their ability to safely use respiratory protection and perform their assigned work while wearing a respirator. The evaluation must be conducted by a physician or other licensed healthcare professional (PLHCP). Only employees who have received medical clearance and completed all required fit testing and training may be assigned or issued a respirator, including N95 respirators when their use is mandatory.

Medical evaluations are provided at no cost to employees through the District's workers' compensation medical provider (Concentra). To protect employee privacy, the District maintains only the medical determination indicating whether the employee is medically qualified to wear a respirator. Employees may obtain a copy of their confidential medical records directly from the medical provider. Medical clearance must be obtained before fit testing is conducted.

Employees whose job duties require respiratory protection must receive medical clearance before performing work requiring respirator use. Employees who do not obtain or maintain the required medical clearance shall not perform work in areas where respirator use is required.

Medical questionnaires and examinations will be administered confidentially during normal work hours or at another time and location convenient to the employee.

Fit Testing

Fit testing is required for District employees who are required to wear a respirator.

- All employees required to wear tight-fitting facepiece respirators must be fit-tested:
 - Prior to initial use of a respirator.
 - Whenever a different respirator facepiece (size, style, make, model) is used.
 - Annually.
- Additional fit-testing is required if:
 - The employee, PLHCP, supervisor, or Administrator observes changes in an employee's physical condition that may affect respirator fit.
 - The employee reports an acceptable fit and requests a different respirator facepiece, or if the PLHCP determines a different facepiece is needed.

Procedures for Proper Respirator Use

All filters, cartridges, and canisters must be labeled with the appropriate NIOSH certification label. The label must not be removed or defaced while it is in use.

Employees are permitted to wear respirators as long as they:

- Use respirators only as trained and only for NIOSH/manufacturer-approved purposes.
- Perform a user seal check each time the respirator is donned according to Appendix D.
- Do not wear tight-fitting respirators if facial hair or other items (e.g., headphones, jewelry, eyewear, or PPE) interfere with the face seal, valve function, or PPE effectiveness.
- Leave the work area to:
 - Wash your face or respirator as needed.
 - Replace the respirator or filter, cartridge, or canister.
 - Address vapor/gas breakthrough, increased breathing resistance, or facepiece leakage.

Managers/Supervisors must:

- Take actions to ensure that employees implement all of the above requirements.
- Ensure that a respirator is replaced or repaired should an employee detect vapor or gas breakthrough, change in breathing resistance, or leakage of the facepiece, and before allowing them to return to the work area.
- Ensure adequate surveillance of work area conditions and degree of employee exposure or stress.
- Involve the Program Administrator when there is a change in work area conditions or degree of employee exposure or stress that may affect respirator effectiveness, so that continued effectiveness of the respirator can be evaluated.

Respirator Cleaning, Maintenance and Storage

Respirators are assigned for individual use only. The primary responsibility for maintaining the respirator in proper and clean condition rests with the employee. Employees must inspect their respirator before each use to verify it is clean, in good condition, and functioning properly to provide effective respiratory protection.

Cleaning

- Cleaning and maintenance should be performed using products and procedures recommended by the respirator manufacturer.
- Respirators are to be regularly cleaned and disinfected at nearest worksite that does not include hazards (i.e. outside lab)
- Respirators issued for the exclusive use of an employee are to be cleaned and disinfected as often as necessary to maintain sanitary conditions.
- The cleaning instructions according to manufacturer's instructions must be implemented.

The manager/supervisor will ensure an adequate supply of appropriate cleaning and disinfection material at the cleaning station. If supplies are low, employees will notify their manager/supervisor.

Maintenance

- Respirators are to be properly maintained at all times to ensure that they function properly and adequately protect the employees.
- Worn or deteriorated parts will be replaced prior to use.
- Respirators that are defective or have defective parts must be immediately tagged and taken out of service.
- No components will be replaced or repairs made beyond those recommended by the manufacturer.
- Employees are encouraged to leave their work area and go to a designated area that is free of respiratory hazards when they need to wash their face and respirator facepiece using manufacturer's instructions to

prevent any eye or skin irritation, or to replace the filter, cartridge or canister, or when they detect vapor or gas breakthrough or leakage in the facepiece, or detect any other damage to the respirator or its components.

- The inspection procedures in Appendix F must be implemented.

Storage

- Respirators must be stored in a clean, dry area, and in accordance with the manufacturer's recommendations.
- Each employee will clean and inspect their own air purifying respirator in accord with the provisions of this program, and will store their respirator in a clean, dry plastic bag or other airtight container in accordance with the manufacturer's recommendation.
- Each employee will have their name on the respirator storage container, which will only be used to store that employee's respirator.
- Employees will be provided with a replacement respirator that they have been fit-tested for before returning to work.

Training

The Program Administrator will provide respirator training to employees and supervisors before respirator use and at least annually thereafter, or more frequently as needed. Supervisors who oversee respirator users must receive equivalent training, even if they do not wear respirators themselves.

Training will cover:

- Why respirators are required and how improper fit, use, or maintenance can reduce protection.
- Respirator capabilities and limitations.
- Proper use during routine and emergency situations.
- Inspection, donning, doffing, use, and seal checks.
- Maintenance and storage requirements.
- Medical signs and symptoms that may affect respirator use.
- General requirements of the Respiratory Protection Standard.

Retraining will be provided when:

- Workplace conditions or respirator types change.
- An employee demonstrates inadequate knowledge or improper use.
- Additional training is needed to ensure safe respirator use.

Program Evaluation

The Mt. San Jacinto Community College District Respiratory Protection Program will be reviewed annually and updated as needed by the Program Administrator in consultation with appropriate campus personnel.

Documentation and Recordkeeping

The Program Administrator will ensure documents supporting our respirator program are maintained and made available to affected employees as follows:

- Written Respiratory Protection Program
- [Cal/OSHA Respiratory Protection Standard \(T8CCR §5144\)](#)
- Training materials

- Fit test records, including:
 - Employee name/ID
 - Fit test type
 - Respirator make, model, style, and size
 - Test date
 - Test results
- Program records for covered employees (excluding medical records)

Medical evaluation records will be maintained in accordance with T8CCR §3204. Medical questionnaires and PLHCP findings remain confidential and retained by the PLHCP. The employer will retain only the physician's written respirator-use recommendation

Employees can access the above information by contacting the Program Administrator if they have questions about this plan or wishes to review it. Our plan will be maintained by the Program Administrator to ensure that the policies are carried out and the plan is effective.

Appendix A

Voluntary and Required Respirator Use

Work Location and Task	Airborne Hazardous Materials of Concern	Required Respirator APF	Type of Respiratory Protection (e.g., half- or full-face, APR or SAR, filtering facepiece)	Indicate if "mandatory", "voluntary*", or "emergency" use

Appendix B

Employees Wearing Respirators

Employee	Make, Model, and Size of Respirator	Indicate if “mandatory”, “emergency”, or “voluntary”	Date of Last Medical Clearance	Date* of Last Fit-Test

*must be at least annually

Appendix C

Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by Cal/OSHA standards. If a respirator is provided for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designated to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Employees will be provided the above information through District online safety training.

Appendix D

Employee Respirator Training Roster

Content of the training will be as outlined in our written Respiratory Protection Program and the back of this sheet.

Date:

Department:

Name and title of person conducting the training:

- ☐ Initial training (reference attached training topic checklist)
- ☐ Repeat training

Employee Name	Signature

Training Topic Checklist

- Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator.
- What the limitations and capabilities of the respirator are.
- How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions.
- How to inspect, put on and remove, use, and check the seals of the respirator.
- What the procedures are for maintenance and storage of the respirator.
- How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators.
- The general requirements of the Respiratory Protection standard ([T8CCR, section 5144](#)).

Appendix E

User Seal Check Procedures

Facepiece Positive and/or Negative Pressure Checks

Positive pressure check. Close off the exhalation valve and exhale gently into the facepiece. The face fit is considered satisfactory if a slight positive pressure can be built up inside the facepiece without any evidence of outward leakage of air at the seal. For most respirators this method of leak testing requires the wearer to first remove the exhalation valve cover before closing off the exhalation valve and then carefully replacing it after the test.

Negative pressure check. Close off the inlet opening of the canister or cartridge(s) by covering with the palm of the hand(s) or by replacing the filter seal(s), inhale gently so that the facepiece collapses slightly, and hold the breath for ten seconds. The design of the inlet opening of some cartridges cannot be effectively covered with the palm of the hand. The test can be performed by covering the inlet opening of the cartridge with a thin latex or nitrile glove. If the facepiece remains in its slightly collapsed condition and no inward leakage of air is detected, the tightness of the respirator is considered satisfactory.

Appendix F

Respirator Inspection Procedures

Employees will use the following checklist when inspecting respirators before each use and during cleaning:

- Facepiece
 - Pliability
 - Cracks, tears, or holes
 - Face mask distortion
 - Cracked or loose lenses/face shield
 - Contamination of the interior
- Valves:
 - Residue or dirt
 - Cracks or tears in valve material
 - Valve distortions and proper seating
- Head straps:
 - Breaks or tears
 - Loss of elasticity
 - Functional buckles
- Filters/Cartridges:
 - Approval designation label
 - Gaskets
 - Cracks or dents in housing
 - Proper cartridge for the hazard

All respirators maintained for use in emergency situations must be inspected at least monthly and in accordance with the manufacturer's recommendations, and will be checked for proper function before and after each use.

Appendix G

Definitions

- **APF:** assigned protection factor
 - The level of respiratory protection that a particular type of respirator is expected to provide, assuming it's used via an effectively implemented respirator program.
- **APR:** air purifying respirator
 - Relies on filtration to remove airborne contaminants.
- **Fit factor**
 - A quantitative estimate of the fit of a particular respirator to a specific individual. For example, a fit factor of 100 means the concentration of an airborne contaminant is expected to be 100 times less inside the respirator facepiece compared to the outside.
- **IDLH:** Immediately Dangerous to Life or Health
- **MUC:** maximum use concentration.
- **NIOSH:** National Institute of Occupational Safety and Health
- **PAPR:** powered air purifying respirator.
- **PEL:** Permissible Exposure Level
- **PLHCP:** Physician or other licensed health care professional
 - Someone that is authorized under their California license to conduct the medical evaluation of employees required to wear a respirator.