



Template basics

The following guidelines provide an outline for all the sections to be included in the RPP.

1. Role and responsibilities

- Program administration: appoint and train the program administrator.
- Identify additional appointed personnel and outline their assigned roles and responsibilities.
- Outline requirements for all program participants and respirator wearers.

2. Respirator selection

This section should include:

- A completed hazard assessment that identifies the site-specific hazards, levels of exposure per job function, and the appropriate respirators needed.
- A description of the selection of NIOSH approved respirators available on site.
- The respirator assignment by job task, type of exposure and environment/location.
- Voluntary respirator use guidelines, if needed (this is respirator use not mandated by OSHA regulations).
- Guidelines for updating the hazard assessment.



Template basics (cont.)

3. Medical evaluation

- Mandatory before any fit testing and must include questions in [29 CFR 1910.134 Appendix C](#).
- Identify location where medical evaluations are performed and the LHCP performing them.
- Procedures for where evaluations are confidentially sent for review should be defined.
- Policy for submitting medical clearance reports and recommendations should also be outlined.

4. Fit testing

- Required for all tight-fitting facepiece respirators after medical clearance is obtained.
- Identify fit testers, fit testing schedule, fit testing location, and protocols for coordinating fit testing sessions.
- Identify type of testing performed (qualitative v. quantitative) and outline the appropriate protocol.
- Outline the policies for employees not cleared for respirator use.
- Describe protocols used to identify trained and fit tested employees.
- Also list procedures to determine that employees can identify and only wear respirators they have been cleared to use.



Template basics (cont.)

5. Training

Annual training is required to meet regulatory standards.

Some of the topics that should be included are:

- Types of hazards present in the workplace.
- Proper respirator use.
- Respirator capabilities and limitations.
- Respirator maintenance.
- Identification of psychological/physiological effects of respirator use.
- OSHA standards.
- Day-to-day v. emergency respirator use.
- Dealing with respirator malfunctions.
- Donning/doffing respirators and PPE.
- The Respiratory Protection Program.

Identify trainers and the training modalities used (in-person, online modules, videos).

Identify protocols for any required additional training (re: changes to available respirator models or hazards present) and fit testing outside of the annual schedule.

List procedures for obtaining employee feedback.





Template basics (cont.)

6. Respirator use

- Outline guidelines for use of different types of respirators as applicable (air-purifying v. air-supplying).
- Clearly define policies for day-to-day v. emergency respirator use.
- Outline procedures for donning and doffing respirators and managing malfunctions.
- Also identify requirements for leaving respirator use area.

7. Respirator maintenance

- Guidelines on single use v. reuse based on exposure should be outlined here.
- Care, storage, and maintenance should also be discussed with storage locations identified.
- Include inspection checklist and cleaning protocols based on type of respirators used on site.
- Identify location for disposal/return of reusable respirators (i.e.: PAPRs).
- Identify use and maintenance guidelines for respirators designated for emergency use.
- Address respirator inventory management.

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Template basics (cont.)

8. Program evaluation

Outline the protocols required for site specific program evaluation.

These should include protocols to evaluate:

- Program implementation and effectiveness.
- Systems used to manage respirator use.
- Employee feedback on program effectiveness.

Keep a record of all program revisions on file with the living RPP document.

9. Record keeping

- Medical evaluation and clearance records - maintained confidentiality in an identified location per OSHA guidelines regarding access to employee medical records [29 CFR 1910.1020](#); stored for a minimum of 30 years after employment ends.
- Training and fit testing records - maintained annually in an identified location.
- RPP, evaluations, and revisions - in an accessible location to all employees and OSHA representatives upon request.



Template basics (cont.)

10. Appendices (as needed)

Include appendices as needed per document.

These could include:

- The hazard assessment results.
- The medical questionnaire.
- The fit testing protocol.
- Additional respirator use and maintenance guidelines and so much more.

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References

CDPHE Respiratory Protection Toolkit

CDPHE (n.d.). *Respiratory Protection Program Toolkit*.

<https://drive.google.com/file/d/1Opw4y2lIX1WL3O4joXyG0n1PAQhdiogE/view>

NIOSH/OSHA/CDC Respiratory Protection Program Template in Appendix D

NIOSH/OSHA/CDC (2022). *Hospital Respiratory Protection Toolkit*.

<https://www.cdc.gov/niosh/docs/2015-117/pdfs/2015-117revised042022.pdf?id=10.26616/NIOSH PUB2015117>

