

Respiratory Protection Self-Audit Checklist

Building _____ Room _____ Supervisor _____ Date _____

Audit Performed by _____

	Y	N	NA	COMMENTS
A. Respirator Program				
1. Written Respiratory Protection Program complete				
2. Respirator users have attended training within past year				
3. Training/fit-testing is documented				
4. Respirator users have received medical approval within past year				
B. Air Purifying Respirator Inspection				
1. Facepiece clean, flexible, and in good condition				
2. Lens is clear				
3. Headstraps elasticity in tact				
4. Headstraps buckles and attachments present and working				
5. Inhalation/Exhalation valves in good general condition				
6. One-way valves in place				
7. Valve covers in place/not damaged				
8. Correct cartridge, filter or canister for hazard				
9. Cartridge or filter is properly installed				
10. Gaskets are in place present				
11. Cartridges or filters are clean				
12. Cartridge holders in good condition				

A. Respirator Program

1. If respirators, including self-contained breathing apparatus, are used, the department must have a written Respiratory Protection Program, which details the procedure for respirator selection, medical assessment of respirator user health, training, proper fitting, respirator inspection and maintenance, and recordkeeping. A model written program is available through EHS.
2. Every respirator user must attend training and be fit-tested by EHS annually. These sessions are scheduled as needed through the Industrial Hygiene staff of EHS. Please contact EHS if training or fit-testing is needed.
3. For each respirator user, the department must have available a record of the respirator user's name, type of respirator and cartridges used, and the dates of attendance for respirator training and fit-testing.
4. Respirator users must have medical approval by a physician at McCosh Health Center. Medical approval requires initial and periodic physicals and an annual review of a completed medical surveillance questionnaire completed at the time of fit-testing.

B. Air Purifying Respirator Inspection

1. The respirator facepiece must be in good condition in order to provide a good fit. Respirators may become less flexible over time and use, which may prohibit a good seal to the face, resulting in leakage.

2. For full-facepiece respirators, the lens should be cleared. Replacement lenses and removable lens shields are available through most manufacturers and distributors.
3. Head straps may lose elasticity over time. Replacement straps are available from most distributors.
4. Replacement headstraps, buckles and attachments are available through most distributors.
5. Self-explanatory.
6. Self-explanatory. Replacement valves are available through most distributors.
7. Self-explanatory.
8. There are many types of cartridges available for protection from different hazards. If the cartridge or filter is inappropriate for the hazard, the respirator will not provide protection from that hazard. See manufacturer information for availability of cartridges. An Industrial Hygienist from EHS must review all respirator use to recommend the appropriate cartridge or filter.
9. Self-explanatory.
10. Air purifying respirators must have a rubber gasket at the base of the inhalation valve to facilitate sealing of the canister or filter to the respirator.
11. Cartridges or filters must be replaced either when breathing becomes more difficult due to loading of the filter or if odors from the hazardous substance are detectable.
12. Self-explanatory.