	DEPARTMENT OF PUBLIC SAFETY LAW ENFORCEMENT DIVISION	EFFECTIVE DATE: 11/19/2019	POLICY NO.: LAW.07.02
		SUPERSEDES (Policy No. & Date): "NEW"	
SUBJECT: RESPIRATORY PROTECTION PROGRAM		Page 1 of 12	

1.0 PURPOSE

The purpose of the Respiratory Protection Program is to establish procedures to ensure all department Law Enforcement Officers (LEO) are protected from any airborne contaminants such as harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors that can pose a respiratory hazard in the course of law enforcement duties.

2.0 SCOPE

This statewide policy applies to all department LEOs participating in operations that require use of a respirator. To the extent that any Sheriff Division (SD), Sheriff Division Section, Narcotics Enforcement Division, or Internal Affairs Office policies or directives conflict with this statewide policy, LAW.07.02 shall control.

3.0 REFERENCES, DEFINITIONS, AND FORMS

.1 References

- a. Hawaii Revised Statutes (HRS), §26-14.6, Department of Public Safety.
- b. Hawaii Administrative Rules (HAR), §12-64.1, Personal Protective Equipment.
- c. Occupational Safety and Health Administration, Department of Labor, Title 29 Code of Federal Regulations (CFR) 1910.120.
- d. Occupational Safety and Health Administration, Department of Labor, Title 29 Code of Federal Regulations (CFR) 1910.134.

.2 Definitions

- a. Powered Air Purifying Respirator (PAPR): is an air purifying respirator (APR) with an air-purifying filter, cartridge, or canister that removes specific contaminants by passing ambient air through the air-purifying element.

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- b. **Canister or Cartridge:** A container with a filter, sorbent, or catalyst, or combination of these items, which removes specific contaminants from the air passed through the container.
- c. **Emergency situation:** Any occurrences, such as, but not limited to, an equipment failure, a rupture of containers, or failure of control equipment that may or does result in an uncontrolled significant release of an airborne contaminant.
- d. **Employee Exposure:** Exposure to a concentration of an airborne contaminant that would occur if the LEO were not using respiratory protection.
- e. **Fit Test:** The use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual.
- f. **Immediately Dangerous to Life or Health (IDLH):** An atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.
- g. **Law Enforcement Officers:** Department Law Enforcement Officers (LEO) who receive an appointment to a position in which he/she is granted police authority under HRS §353C-4. This shall include Deputy Sheriffs, Narcotics Enforcement Division Investigators, and Internal Affairs Office Investigators.
- h. **Physician or other Licensed Health Care Professional (PLHCP):** An individual whose legally permitted scope of practice (i.e., license, registration, or certification) allows him or her to independently provide, or be delegated the responsibility to provide, some or all the health care services required.
- i. **Qualified Program Administrator:** The individual, designated by the Director, who has the appropriate training to fulfill the minimum requirements of recognizing, evaluating, and controlling the hazards in the workplace pertaining to the application of PSD, P & P, LAW.07.02, Respiratory Protection Program.

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- j. Pulmonary Function Test (PFT): A medical test that is evaluated by a licensed physician that determines if an individual is physically able to work wearing a respirator.
- k. Qualitative Fit Test (QLFT): A pass/fail fit test to assess the adequacy of respirator fit that relies on the individual's response to the test agent.
- l. Quantitative Fit Test (QNFT): An assessment of the adequacy of respirator fit by numerically measuring the amount of leakage into the respirator.
- m. Respirator: An apparatus worn over the mouth and nose or entire face to prevent the inhalation of dust, smoke or other noxious substance, including an APR or SCBA.
- n. Self-Contained Breathing Apparatus (SCBA): An atmosphere-supplying respirator for which the breathing is designed to be carried by the user.
- o. Supervisor: Any LEO that instructs, directs, and/or controls other LEOs in their duties.

.3 Forms

- a. LAW 321, Respiratory Equipment Inspection Log, APR (attached).
- b. LAW 322, Respiratory Equipment Inspection Log, SCBA (attached).
- c. LAW 323, Voluntary Respirator Use Form (attached).

4.0 POLICY

A program shall be established within the Law Enforcement Division that will coordinate and control the implementation, maintenance, and compliance with HAR, §12-64.1, Personal Protective Equipment. The program and responsibilities shall be established in accordance with the provisions of this policy.

During work-related activities, the Department shall provide safe work places and practices by eliminating and reducing potential hazards. When elimination is not feasible, reduction of existing or potential hazards to acceptable levels shall be promptly implemented. When these methods are inadequate to reach acceptable levels, personal protective equipment shall be provided and used.

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5.0 PROCEDURES

- .1 The basic components of the Respiratory Protection Program shall include:
- a. Written procedures governing the selection and use of respirators, Air Purifying Respirators (APR) and Self-Contained Breathing Apparatus (SCBA), as set forth in this policy, PSD, P & P, LAW.07.02.
 - b. Respirators are selected based on the hazards to which LEOs are exposed.
 1. If an air-purifying respirator is selected, the correct type of canisters must be used for the hazard(s) the individuals may be exposed to.
 - a) Each canister should be properly labeled and color-coded with the warning(s) and information regarding its limitation(s) printed on literature either inside or on the box.
 - b) For personnel wearing corrective glasses, adequate provisions for vision must be made to ensure a proper seal.
 - c. The Qualified Program Administrator is responsible for administering the Respiratory Protection Program. The responsibilities of the Qualified Program Administrator include:
 1. Identifying work areas, processes, or environments that require staff to wear respirators and evaluating hazards to include IDLH hazards,
 2. Coordinating the selection of respiratory protection options,
 3. Ensuring that adequate or proper training is conducted in accordance with this program. The training course shall include the following topics:
 - a) The OSHA Respiratory Protection Standard,
 - b) Possible respiratory hazards which may arise during law enforcement work and their health effects,
 - c) Proper selection and use of respirators,

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- d) Capabilities and limitations of respirators,
 - e) Respirator donning, doffing, and user seal checks,
 - f) Fit testing,
 - g) Emergency use procedures,
 - h) Maintenance and storage, and
 - i) Medical signs and symptoms limiting the effective use of respirators,
4. Ensuring that employees using tight-fitting facepiece respirators pass an appropriate QLFT or QNFT,
 5. Evaluating the program, and
 6. Updating the program, as needed.
- d. All LEOs must be trained in the proper use of the respirator and their limitations. This training shall include:
1. Initial familiarization for the type of respirator to be used (hands-on-training):
 - a) How the respirator should be worn,
 - b) How to adjust it,
 - c) How to check to ensure the respirator is working properly,
 - d) How to determine if it fits properly – fit testing, and
 - e) The wearer should perform a fit test prior to each time they use the respirator, and

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2. Testing the facepiece to face seal:
 - a) Familiarity period - respirator worn in normal air, and
 - b) Respirator worn in test atmosphere.

- e. Respirators shall be regularly cleaned and disinfected. Those used by more than one LEO are thoroughly cleaned and disinfected after each use. (Does not apply to disposable respirators.)

Respirators, including APRs and SCBAs shall be cleaned, inspected, and stored before and after each use by the individual LEO and on a monthly basis by the Law Enforcement Division Administrator's designee in accordance with section 5.1 h, i, j. of this policy.

- f. Each LEO shall:
 1. Wear his/her respirator when and where required and in the manner in which he/she were trained,
 2. Care for and maintain his/her respirator in accordance with section 5.1 h, i, j. of this policy; and
 3. Inform his/her supervisor(s) if the respirator no longer fits well and shall not perform work where the use of a respirator is required, until a replacement is issued.

- g. Supervisors are responsible for ensuring that PSD, P & P, LAW.07.02, Respiratory Protection Program, is implemented in their particular areas. Supervisors must be:
 1. Knowledgeable about the program requirements for their own protection,
 2. Ensure that the program is understood and followed by the employees under their charge,
 3. Ensure the availability of Department provided and approved respirators and accessories,

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4. Be aware of the tasks that require the use of the Respiratory Protection Program,
 5. Continually monitor work areas and operations to identify respiratory hazards,
 6. Coordinate with the Qualified Program Administrator on how to address respiratory hazards and other concerns regarding the program, and
 7. Ensure compliance with this policy.
- h. Respirators shall be stored in a convenient, clean, and sanitary location.
1. Respirators shall be stored to protect against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals.
 2. Respirators shall be placed in plastic bags while in storage.
 3. Respirators shall not be stored in lockers or tool boxes unless they are in carrying cases or cartons.
 4. Respirators shall be packed and stored so that the facepieces and exhalation valve will rest in a normal position and function will not be impaired by the elastomer setting in an abnormal position.
- i. Maintenance of Air Purifying Respirators (APR's)
1. The maintenance of APRs shall be conducted before and after each use and on a monthly basis. The maintenance shall include but is not limited to the following:
 - a) Check to see if cartridge adapters are present on the APR,
 - b) Check to see if the "O" rings are present on the cartridge adapter and make sure they are not damaged or broken,
 - c) Check exhalation valve to see if the cover is present, check if the rubber valve is present, also check for damage and pliability,
 - d) Check the facepiece to ensure it is not cracked or damaged,

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- e) Check the Communications System to ensure the battery is taken out and that water has not entered the system,
 - f) Check the straps for cracks or damage and loosen when appropriate,
 - g) Check the entire APR for damage and cleanliness,
 - h) Store the APRs in plastic bags and place it into their appropriate box,
 - i) If damages are found, make a note and explain the corrective actions taken. Make note of the date of inspection on the log. Sign and date the bottom of the log, and
 - j) Replacement or repairs are done only by experienced persons with parts designed for the specific respirator.
 - k) In addition to the steps listed above, all equipment shall be further inspected under any guidance provided by its manufacturer.
2. Each Law Enforcement Division Administrator shall appoint a LEO who shall maintain the maintenance records of the equipment on LAW 321, Respiratory Equipment Inspection Log, APR (attached).
- j. The maintenance of the Self-Contained Breathing Apparatus (SCBAs)
- 1. The maintenance of SCBAs shall be conducted before and after each use and on a monthly basis. The maintenance shall include but is not limited to the following:
 - a) Mask
 - i) Check the regulator connection to ensure that it is not cracked or damaged,
 - ii) Check the exhalation valve to ensure it is not damaged,
 - iii) Check the facepiece to ensure it is not damaged,

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- iv) Check the Communications System to ensure the battery is taken out and that water has not entered the system,
 - v) Check the straps for cracks or damage and loosen when appropriate,
 - vi) Check the entire SCBA mask for damage and cleanliness, and
 - vii) Store the SCBA mask in a plastic bag and place it in the appropriate case or box.
- b) **Harness**
- i) Check the regulator for damage,
 - ii) Check all the hoses for cracks or damage,
 - iii) Check the harness straps for damage or unusual wear,
 - iv) Check the pressure gauge for damage,
 - v) Check the belt strap and buckle,
 - vi) Check the "O" ring located inside the connection to the valve, and
 - vii) Check the valve connection for unusual wear or damage.
- c) **Tanks**
- i) Check the integrity of the tank. Check for unusual bulges,
 - ii) Check the valve and gauge for damage,
 - iii) Check the threads for unusual wear or damage, and
 - iv) Check the On/Off valve for leaks or damage.

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d) System Check

i) Prepare apparatus for use through the following steps:

- (1) Attach the SCBA tank to the harness,
- (2) Connect the supply hose to the tank,
- (3) Charge the air hose and test by-pass valve and on demand button,
- (4) Check for leaks,
- (5) Attach the mask and follow appropriate fit test procedures,
- (6) Connect air hose with mask and check the pressure demand valve for first inhalation,
- (7) If damages are found, make a note and explain the corrective action(s) taken. Make note of the date of inspection on the log. Sign and date the bottom of the log, and
- (8) Replacement or repairs are done only by experienced persons with parts designed for the specific respirator.

2. Each Law Enforcement Division Administrator shall appoint a LEO who shall maintain the maintenance records of the equipment on form LAW 322, Respiratory Equipment Inspection Log, SCBA (attached).

.2 Voluntary Respirator Use

- a. Voluntary use of respiratory protection is only permitted when a LEO chooses to wear a respirator even though the use of a respirator is not required by the department or by any OSHA standard. Voluntary use of a respirator must be approved by the Narcotics Enforcement Division Administrator, the Sheriff, or the Internal Affairs Office Chief.

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- b. When a LEO voluntarily chooses to use a respirator, even though the use of a respirator is not required by the department or by OSHA Standard, the LEO must complete LAW 323, Voluntary Respirator Use form.
- c. LEOs who want to voluntarily use a respirator must comply with the medical evaluation, training, cleaning, maintenance, and storage elements of this policy.
- d. The cost of respirators and related accessories for voluntary use shall be the responsibility of the LEO.

.3 Program Requirements, Assessments, and Evaluations

- a. Appropriate surveillance of work area conditions and degrees of employee exposure or stress will be conducted to fulfill the requirements of the program.
- b. Regular inspections and evaluations are conducted to ensure the continued effectiveness of this program.
- c. Prior to use (including training), a pulmonary function test (PFT) shall be administered to the LEO to determine if he or she is physically able to perform the work using the respirator. A PLHCP shall determine what health and physical conditions are pertinent. The PFT shall be administered in accordance with the OSHA Respiratory Protection Standard.
- d. The Department shall maintain each LEOs Medical Clearance for Respirator Use.
- e. Qualitative or Quantitative Fit Tests for respirators shall be conducted on an annual basis and/or if the employer, PLHCP, supervisor, or qualified program administrator makes visual observations of the LEO's physical conditions that could affect respirator fit. Such conditions include, but are not limited to, facial scarring, dental changes, facial hair, cosmetic surgery, corrective glasses, lenses or goggles, or an obvious change in body weight. LEOs are not permitted to wear headphones, jewelry, or other articles that may interfere with the facepiece-to-face seal.

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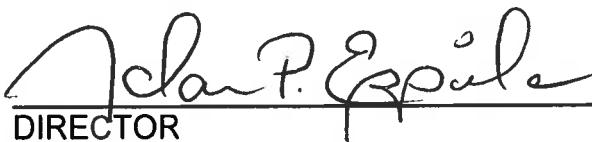
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- f. Respirators shall be National Institute of Occupational Safety and Health (NIOSH) certified and used according to the guidance of the American National Standard Practices for Respiratory Protection, ANSI/ASSE Z88.2-2015.
- g. All filters, cartridges, and canisters must be labeled with the appropriate NIOSH-approval label. The label must not be removed or defaced while it is in use.
- h. The Qualified Program Administrator shall document the training and medical evaluations for LEOs voluntarily using respirators in the workplace.
- i. A written copy of PSD, P & P, LAW.07.02 and the OSHA standard shall be kept by the Qualified Program Administrator's and be made available for all LEOs to review.

APPROVAL RECOMMENDED:


 Deputy Director for Law Enforcement November 19, 2019
Date

APPROVED:


 DIRECTOR November 19, 2019
Date

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**State of Hawaii
Department of Public Safety
Law Enforcement Division**

**Respiratory Equipment Log
Air Purifying Respirator (APR)**

- Monthly Inspection (Month/Year: _____)
- After Use Inspection _____

Report Number: _____

APR # / Name	Inspected By	Date Inspected	Comments

Signature

Date



**State of Hawaii
Department of Public Safety
Law Enforcement Division**

**Respiratory Equipment Log
Self Contained Breathing Apparatus (SCBA)**

- Monthly Inspection (Month/Year: _____)
 After Use Inspection _____

Report Number: _____

SCBA #		Inspected By	Date Inspected	Comments
Blue	Harness			Harness -
	Mask			Mask -
	Tank			Tank -
Green	Harness			Harness -
	Mask			Mask -
	Tank			Tank -
Red	Harness			Harness-
	Mask			Mask -
	Tank			Tank -
Yellow	Harness			Harness-
	Mask			Mask -
	Tank			Tank -

Spare Tank #	Inspected By	Date Inspected	Comments
S1			
S2			
S3			
S4			

Spare Mask (Small)	Inspected By	Date Inspected	Comments
1			

Signature

Date



VOLUNTARY RESPIRATOR USE FORM

LEO to initial each box:

- Voluntary use of respiratory protection is only permitted when a LEO chooses to wear a respirator even though the use of a respirator is not required by the department or by any OSHA standard. Voluntary use of a respirator must be approved by the Narcotics Enforcement Division Administrator or the Sheriff.
- Respirators can only be used in conjunction with PSD, P & P, LAW.07.02, Respiratory Protection Program.
- I have received OSHA's Appendix D to section 1910.134 below. I understand and will comply with Appendix D.

LEO Name: _____

Signature: _____ Date: _____

OSHA's Respiratory Protection Standard, 29CFR1910.134

Appendix D to Sec. 1910.134 (Mandatory) 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 OSHA standards. If your employer provides respirators 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 respirators 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 designed 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.[63 FR 1152, Jan. 8, 1998; 63 FR 20098, April 23, 1998]