

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER MULTI-BUREAU	DATE OF ISSUE July 16, 2024	EFFECTIVE DATE July 16, 2024	No. 079-24
SUBJECT: GENERAL ORDER Respiratory Protection Plan		DISTRIBUTION All Personnel	AMENDS
REFERENCE: Occupational Safety and Health Administration (OSHA) Respiratory Protection Standards 29 CFR 1910.134.			RESCINDS 079-06

Purpose: To establish and provide members of the Monroe County Sheriff's Office with a respiratory protection plan for members whose assignments do not normally include contact with hazardous materials, response to the release of hazardous materials, or exposure to diseases. The plan sets to ensure the safe and effective use of respiratory protection within all applicable units of the Monroe County Sheriff's Office (MCSO).

Policy: The MCSO will maintain a respiratory protection program in compliance with the Occupational Safety and Health Administration (OSHA) Respiratory Protection Standards 29 CFR 1910.134. All employees who are assigned to tasks where such protection is used, or may be required, will be medically cleared and trained for the use of the particular respirator(s) required for those positions.

Definitions: **Occupational Exposure:** Any reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

I. Program Administration & Evaluation

- A. The Standards & Compliance Unit, within the Staff Services Bureau, is responsible for the overall implementation and evaluation of the MCSO Respiratory Protection Program. Specific duties for members of this unit include:
1. Working with unit/bureau personnel to facilitate fit testing and to select the proper respirator for specific applications.
 2. Coordinating proper medical evaluations of respirator users and ensure that all necessary records are maintained in accordance with OSHA standards.
 3. Conduct and/or coordinate employee fit testing and training through multi-bureau liaisons (fit test operators).
 4. Ensuring that respirators are available for use and that employees are instructed on the proper use, cleaning, maintenance and storage of respirators, as well as when users should wear a respirator.
 5. Conduct periodic evaluation of the respiratory protection program through inspections to ensure that respirators are being properly maintained and that the program is achieving its desired goals.

- B. All supervisors will ensure that employees comply with fit testing requirements and wear the applicable respirators when appropriate.
- C. Employees will be responsible for using and maintaining respiratory protection in accordance with annual training directives to be inclusive of the proper cleaning and/or disposal methods, depending upon respirator type and replacement if necessary.

II. Respiratory Selection

- A. In conjunction with unit/bureau representatives, the Standards and Compliance Unit will be responsible for selecting the appropriate respiratory protection for members. Respiratory protection will be selected based upon, but not limited to the following criteria:
 - 1. The types and concentration of airborne contaminants.
 - 2. The characteristics and location of the hazardous area.
 - 3. The employee's activities in the hazardous area.
 - 4. The capabilities and limitations of the respirators.
 - 5. Expected duration of respirator use.
 - 6. According to established practices for respiratory protection and the American National Standards Institute (ANSI) Z88.2-190.
- B. Respirators currently approved for use, by unit or function, are as follows:
 - * 1. Police Bureau: N95 compliant respirator masks, Millennium (MSA) Gas Mask.
 - 2. Jail Bureau: N95 compliant respirator masks; Scott SCBA, 2.2 type respirators; MSA SCBA Ultra II type respirators.
 - 3. SWAT: MSA SCBA, Millennium 1000.
 - 4. HDS: MSA Millennium, MSA M3C1 Full Face.
 - 5. Fleet: N95 compliant particulate respirator.
 - 6. Court Security: N95 compliant particulate respirator.

III. Medical Evaluations

- A. All employees assigned to tasks that may require the use of respiratory protection will complete a medical questionnaire to be evaluated by the Sheriff's Physician to determine if they are able to perform while wearing a respirator.
- B. The questionnaire will be completed and reviewed by the Sheriff's Physician prior to any employee being allowed to wear a respirator. Periodic examinations may be conducted, as necessary, based upon information provided by the employee as to changes in physical conditions, observations of supervisors, changes in workplace conditions, or if observations during fit testing indicate such.

IV. Fit Testing

- A. Fit testing will be performed on an annual basis and/or when the employee uses a different respirator face piece (size, style, model, or make), or;
 - 1. If the employee's physical condition changes that affects the respirator fit, such as facial scarring, dental changes, cosmetic surgery, dramatic changes in body weight, etc. or;
 - 2. If the employee fails a seal check.
- B. Employees must not have facial hair that comes between the sealing surface of the face-piece and the face, or that interferes with respirator valve function. Corrective lenses, glasses, or goggles must be worn so as not to affect the fit of the face-piece.
- C. Fit testing of tight fitting respirators will be performed in accordance with OSHA guidelines and standards.

V. Training

- A. All employees who are required to use respiratory protection will be instructed at the time of their fit testing on the proper use and limitations of this equipment by agency fit test operators prior to any assignment requiring such use, and annually thereafter.
- B. Training will include information on the following:
 - 1. Nature of the respiratory hazard and what may happen if the respirator is not used properly.
 - 2. Engineering and administrative controls being used and the need for the respirator as added protection.
 - 3. Reason(s) for the selection of a particular type of respirator, limitations of the selected respirator, methods of wearing the respirator and checking the fit (negative and positive checks), and operation.
 - 4. Proper wear of the respirator, maintenance and storage.
 - 5. Proper method of handling emergency situations.
- C. The Training Unit will maintain a record of the employee name(s), date(s), initial and subsequent refresher training.

VI. Maintenance, Cleaning, Inspecting & Storage of Respirators

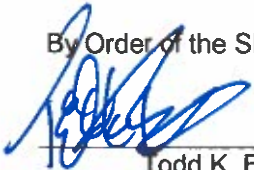
- A. Respirators will be cleaned and disinfected as recommended by the manufacturer's instructions. Cleaning of respirators will be performed pursuant to the following schedule:
 - 1. Respirators issued for the exclusive use of one employee will be cleaned and disinfected as often as necessary and be maintained in a sanitary condition.
 - 2. Shared or emergency respirators (SCBA) will be cleaned and disinfected before/after being worn by different individuals.
 - 3. Respirators used in fit testing will be cleaned and disinfected before and after each use.

- B. Respirators will be inspected to check for function, tightness of connections and the condition of various parts, including the facepiece, head straps, valves and cartridges or filters. All elastic parts will be checked for pliability and signs of deterioration.
- C. Inspections of emergency use respirators will be conducted on a monthly basis minimally and checked for proper function before and after each use. All routine use respirators will be inspected before and after each use.
- D. Respirators found to be in need of repair will be taken out of service and not returned unless repaired or replaced.
- E. All respirators will be stored to protect them from damage of the facepiece or exhalation valve, contamination, dust, sunlight, extreme temperatures, excessive moisture and potentially damaging chemicals.

VII. Record Keeping

- A. Medical clearance forms and fit testing records will be maintained in the employee health and safety file in the Standards and Compliance Unit. The Sheriff's physician will maintain the employee's actual medical questionnaire.
- B. The Training Unit will be responsible to maintain initial and subsequent in-service instruction records.
- C. In accordance with **MBGO 013 Employee Injury and Exposure** and **MBGO 018 Sick Leave Procedures**, incident reports shall be filled out if the employee has been in contact with human blood and/ or bodily fluids, exposed to airborne droplets while in an enclosed space and/or in close contact with the infected person's airborne particles consisting of sputum. Sputum is to be considered saliva and any other discharge from the respiratory tract.

By Order of the Sheriff,



Todd K. Baxter