

FSGA/HAAF GARRISON
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GARRISON SAFETY SOP – ANNEX K

RESPIRATORY PROTECTION



FSGA/HAAF Safety Program SOP
12 September 2024

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1. Purpose:

The purpose of this Garrison Safety and Occupational Health (SOH) SOP Annex is to provide implementation guidance towards an effective Respiratory Protection Program. It will also define responsibilities and prescribe procedures for selecting, using, controlling, and maintaining respiratory protection equipment (RPE). Adherence to this Annex will ensure adequate and proper protection for employees working in environments containing harmful concentrations of dusts, mists, fumes, vapors, gases, smoke, and radioactive contamination.

2. Scope:

This Annex to the Garrison SOH SOP applies to all military and civilian personnel assigned to the FSGA/HAAF Garrison. It is intended to provide adequate information so all levels of leadership, SMS, and civilian workforce can properly implement the Garrison SOH Program.

3. References

29 CFR 1910, OSHA Occupational Safety and Health Standards for General Industry
29 CFR 1960, OSHA Basic Program Elements for Federal Employee Occupational Safety and Health Programs
AR 11-34, The Army Respiratory Protection Program
AR 25-400-2 (The Army Records Information Management System (ARIMS))
AR 40-5, Preventive Medicine
AR 40-66, Medical Record Administration and Health Care Documentation
AR 385-10, The Army Safety Program
DA PAM 385-10, Army Safety Program

4. Records Management:

Records created throughout the processes prescribed by this Annex will be identified, maintained, and disposed of according to AR 25-400-2 (The Army Records Information Management System (ARIMS)) and DA Pam 25-403 (Guide to Recordkeeping in the Army). The primary means of recordkeeping for the Garrison Safety Office (GSO) will be the Army Safety Management Information System (ASMIS) located at <https://mishap.safety.army.mil>. Record titles and descriptions are available on the ARIMS website <https://www.arims.army.mil>.

5. Policy:

This Annex will be adhered to at all times by all personnel. Top management, managers, directors, supervisors, work leaders and Garrison Safety Office (GSO) personnel will monitor all items listed under section **6. Responsibilities** to ensure compliance.

- Respiratory protective equipment (RPE), components including canister and filters, disposable respirators will be requisitioned through applicable supply channels and issued at no cost to employees.
- Approved RPE designed to protect personnel from occupational diseases caused by respirable airborne contaminants will be available, used, and maintained.
- Military protective masks are approved for use by soldiers as protection against chemical, biological, and radiological warfare agents. Military protective masks are not effective against certain TICs (Toxic Industrial Chemicals) therefore they will not be used in industrial operations.

- Military protective masks do not provide oxygen to the wearer and are not effective in oxygen-deficient atmospheres. Care must be taken not to enter confined spaces where oxygen may have been displaced. Confined Space requirements are outlined in GSO SOH SOP, Annex S, Confined Spaces.
- Respirators are considered an acceptable method of protecting the health of military and civilian personnel and a means of controlling the exposure to airborne environmental hazards under the following circumstances:
 - When it has been determined that no engineering, administrative or work practice controls can be used to adequately control the hazard.
 - During intermittent or non-routine operations.
 - During interim periods when engineering controls are being designed and installed.
 - During emergencies.
- Whenever economically feasible, and technology exists for eliminating or reducing the cause of an environmental respiratory hazard, engineering control methods will be implemented. Such methods will include, but are not limited to:
 - Substitution of less toxic substances.
 - Installation of local exhaust system.
 - Natural or mechanical ventilation.
 - Segregation or isolation of processes or operations.
- When respiratory protection is a requirement of the job, it will be worn by the employees. If there is any question concerning the hazards in a work environment, immediately contact the Garrison Safety Office (GSO) Respirator Program Manager (RPM) or Occupational Health Clinic (OHC) Industrial Hygienist (IH) for assistance.
- Personnel assigned to tasks requiring the use of respiratory protective equipment, will be determined by a physician to be physiologically and psychologically able to perform the tasks using the protective equipment. The respirator user's medical status will be reviewed annually. If there is a change in workplace conditions (e.g. change in physical effort or environmental change) or change in medical condition related to the ability of the user to wear a respirator, a new medical evaluation must be performed.
- Respirator type will be determined on the basis of the extent and nature of the hazards to which the worker is exposed. All respirators will be used for protection only against the particular hazards for which they were designed. Respiratory protective equipment will be used only for the purposes intended. No modifications of the respirator and/or components will be made. If you have any questions concerning which Personal Protective Equipment (PPE) is appropriate for a given situation, immediately contact the RPM or the IH for assistance.
- Employees whose work requires the wearing of respiratory protective equipment will not have beards, sideburns, bangs, or other facial hair that comes between the sealing peripheries of the face piece or negate the effectiveness of the respiratory equipment either by preventing a snug fit or interfering with valve function. This does not apply to Powered Air Purifying Respirators (PAPR).
- The wearer of RPE equipped with a full-face piece, helmet, hood, or suit will not be allowed to wear contact lenses. The employer will provide the required eye wear with optical

correction or a respiratory protective device with full head protection allowing individual glasses to be worn. Respirators requiring corrective lens inserts will not be used by personnel until inserts are installed.

- Where practical, respirators should be assigned to an individual user for their exclusive use. Respirators will be stored in a convenient, clean, sanitary location and enclosed in a resealable plastic bag.
- Respiratory protective equipment will be inspected, cleaned, and disinfected after each use by the wearer. Worn or deteriorated parts will be replaced.
- Respirator type will be selected for each job based on the job requirements. The individual issuing the respirator will be adequately trained to ensure that the correct respirator is issued. The user will record all hours of respirator usage in order to determine the proper change out for gas and vapor cartridge/canister for a new cartridge/canister. The IH and the RPM will determine the appropriate change out schedule for gas and vapor cartridges/canisters without end-of-service-life indicators. (Note: This is only required for gas and vapor cartridges and canisters).
- Personnel will not enter a confined space (i.e., underground sewer, vapor degreaser pit, storage tank, etc.) without strictly following the requirements of GSO SOH SOP, Annex S, Confined Spaces.
- In accordance with OSHA requirements, precautions will be taken to ensure that air supplied to hose-masks, airline, or self-contained breathing apparatus (SCBA) respirators meet the requirements for grade D breathing air or better and is not contaminated with carbon monoxide (CO), oil mist, or other contaminants.
- Airline couplings for respirable air will be incompatible with outlets for other gas systems to prevent inadvertent servicing of airline respirators with non-respirational gases or oxygen.
- Employees will not be required to work in or enter into a hazardous environment with defective or incomplete respiratory or vision devices that could place the employee in jeopardy.
- The following functions will be provided by the RPM for employees who wear the NIOSH/MSHA approved protective equipment or the military protective mask:
 - Coordinate with the IH on problem areas in the Respiratory Protection Program and contemplated changes in program procedures or equipment.
 - Perform a qualitative and/or quantitative fit test upon issue of clearance from OHC and periodically thereafter as prescribed by regulations and standards.
 - Maintain records of respiratory protection issued, results of fit testing, and other information as prescribed by the Garrison Safety Director.
 - Perform initial issuance, cleaning, sanitizing, repair, and maintenance of respiratory protective equipment.
 - Determine the serviceability of equipment within the parameters established and replace as required.
 - Annually instruct employees in the proper use and limitations of the respirators as well as leak tests and daily inspections to be performed by the employees and their responsibilities with regard to respirator utilization.

- Fit testing of Positive Air Purifying Respirators (PAPR) will require a negative pressure test.
- Maintain necessary inventory levels of approved respirators, disposable respirators, accessories, and spare parts, and serve as sole requesting authority for purchase requests of respiratory protective equipment. Ensure breathing air compressors are tested quarterly. Designate a centralized facility for issue of air purifying gas/vapor respirators and ensure all filters, cartridges, and canisters used in the workplace are properly identified.
- Ensure employees are trained in how to recognize medical signs and symptoms that may limit or prevent the effective use of respirators and the general reference.
- Retrain annually and when required due to a change in workplace environment, change in respirator type, or in any condition that suggest retraining will ensure proper respirator use.

6. Responsibilities:

Directors and Managers will:

- Ensure respiratory protection, complete with optical insert, is available for all personnel entering or working in a hazardous atmosphere.
- Provide proper hazardous area markings and SOPs for each area and operation requiring RPE. These areas will be marked to inform personnel of the work hazards or health risks involved and the type of respirator required.
- Ensure SOPs contain accurate respiratory protection information.
- Ensure an employee is not exposed to conditions requiring the use of respirators without a medical examination clearing him/her to use a respirator. SOPs will include respirator use for a particular work area, as needed, with guidance from the IH.
- Ensure employees receive annual medical evaluations to determine if they can continue to use respirators and that employee's ability to use RPE remains a condition of employment and is delineated in each applicable job description.
- Ensure employees receive annual fit test and refresher training.
- Ensure contact lenses are not worn with full-face piece respirators, helmet, hood, or suit. Ensure respirators equipped with face piece are not worn if the employee's facial hair comes between the sealing periphery of the face piece and the face, or if facial hair interferes with valve functions.
- Ensure all areas requiring use of RPE are properly marked. Do not allow workers to perform tasks requiring respiratory protection when a respirator is not worn, or an effective fit cannot be obtained.
- Ensure all compressed air breathing system alarms are tested prior to use in potential Immediately Dangerous to Life and Health (IDLH) situations and quarterly in all other situations.
- Ensure workers perform proper respiratory maintenance and care. Non-functional respirators are turned in for replacement, repair, or proper disposal.

- Include a statement in the employee's job description that the proper use of PPE is a significant job element and factor identified in the user's performance appraisal.

Supervisors will:

- Coordinate with the GSO and IH to identify hazardous conditions requiring respiratory protection to establish engineering controls.
- Be trained in the use and limitations of various respirators.
- Review all respirator requirements (e.g. types of hazards for which dust respirators are appropriate and not appropriate, maintenance requirements, etc.) with employees who are dust mask users. Dust mask users must be medically qualified to wear as PPE or sign OSHA Appendix D Voluntary usage and attend mandatory respirator training.
- Have in place, worksite specific SOPs approved by the RPM for care and maintenance of respirator use. In addition, the affected employees shall be briefed on this Annex and local SOP implementation with records maintained on those that were briefed.
- Ensure proper respiratory protective equipment is utilized by employees.
- Ensure employees adhere to the instructions relative to the proper use and maintenance requirements of the respiratory equipment.
- Ensure employees receive the appropriate medical surveillance before placing them in an environment requiring respiratory protection.
- Ensure conditions do not exist which will prevent the RPE from providing a good face to face-piece seal (i.e., beard growth, sideburns, bangs, eyeglass frames, or skull cap that projects under the face piece). Facial scarring or depression and the absence of one or both dentures can seriously affect the fit of a face piece.
- Ensure RPE is stored in a clean and sanitary location to protect it from dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals. Respiratory equipment will not be stored in toolboxes unless they are in carrying cases or cartons.
- Ensure users record usage hours and exchange the cartridges/canisters as required by their change out schedules.
- Ensure contact lenses are not worn with full face or airline supplied respiratory protective equipment.
- Provide supplemental safety precautions and standby rescue personnel whenever required.
- Ensure all personnel receive proper respiratory protection and medical examinations by the OHC when their job requires respiratory protection.
- Inform the RPM of the need for extra respiratory protective equipment in a timely manner.

- When inserts are required, ensure employees do not use the respiratory protection equipment until the inserts have been installed.
- Notify the RPM of any changes in work area conditions that affect RPE.

The GSO Respiratory Program Manager (RPM) will:

- In coordination with the IH and supervisory personnel, annually evaluate the Garrison Respiratory Protection Program to ensure overall success of the program.
- Monitor the overall effectiveness of the program and compliance with requirements of this Annex.
- Conduct frequent, random inspections to ensure respirators are properly selected, used, cleaned, and maintained.
- Ensure prompt corrective action is taken on deficiencies detected during inspections.
- Ensure monthly inspection of self-contained breathing apparatus (SCBA) and other emergency use respirators in coordination with supervisors of all Garrison operations requiring SCBA equipment support. All SCBA used will be inspected and cleaned before being placed in stand-by status.
- Notify the IH and the supervisor when personnel without respiratory protection are discovered working in a hazardous atmosphere and stop the work until the hazard is removed or the personnel are properly protected.
- In close coordination with the IH and supervision, designate the type of RPE to be purchased and utilized.
- Provide facilities and equipment for Garrison personnel to clean, maintain, and perform record keeping for all respiratory protective equipment at FSGA/HAAF.
- Ensure Quantitative Fit Test (QFT) equipment is kept clean and well maintained so it will operate within the parameters for which it was designed. Follow the mandatory QFT procedures within the CFR exactly.
- Develop and maintain a records system that is consistent with the CFR. Ensure proper change out schedules are implemented and followed for respirators using vapor and gas cartridges/canisters without end-of-service-life indicators.
- Provide annual fit test, respiratory training, instruction, and proper use of RPE to organizational elements and tenants who have a Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), or contract agreement with the Garrison Safety Office (GSO).

Occupational Health Clinic (OHC) will:

- Determine if workers assigned to tasks requiring the use of respirators are physiologically and psychologically able to perform work while wearing prescribed respiratory protection. The medical status of the user will be reviewed annually or sooner, at the discretion of the physician, based on the type of RPE used, age of the individual, and results of medical examination.
- Notify the supervisor and GSO whether an employee is able to wear respiratory protection and perform work required. Coordinate with Resource Management (RM) when necessary.

- Fit spectacle inserts for corrective lenses inside full face piece respirators to assure proper vision and good fit. Inform supervisors that respirators will not be used until the spectacle inserts are installed.
- In coordination with GSO, IH, and supervisory personnel, perform work site evaluations and determine the type and extent of exposure to air contaminants to ensure proper respiratory usage.
- Ensure workers who request to see a physician of their own choice for medical examination are provided the opportunity to do so.

Industrial Hygienist (IH) will:

- In cooperation with the GSO and RPM, designate the type of equipment to be purchased or used.
- Provide technical assistance in the selection, instruction, and proper use of RPE to organizational elements having such needs.

Resource Management will:

- Ensure the requirements for the use of respiratory equipment are included in the job description for those positions designated as requiring respiratory protection.
- Refer personnel being considered for employment in areas or operations requiring the use of respiratory protective equipment to the OHC for medical evaluation.

Supply or Procurement Personnel will:

- Ensure respiratory protective equipment specified by the RPM is purchased with no substitutions. Provide local procurement of RPE and replacement parts when necessary.
- Coordinate with the RPM and DES Fire to ensure all self-contained breathing apparatus (SCBA) for use by DES Fire meet the National Fire Protection Association (NFPA) requirements. Fire and Emergency Services Division and Respirator Specialist will make final approval.
- Coordinate with the RPM, IH, GSO, and other program elements to procure essential items. Ensure prompt, adequate support is provided to purchase all equipment essential to the success of the Respiratory Protection Program.

Fire and Emergency Services Division will:

- Provide training for fire fighters using respiratory protective devices in coordination with the GSO, RPM, and IH.
- Inspect SCBAs and other emergency use respiratory equipment assigned to DES Fire in coordination with the GSO and OHC.
- Be available on an on-call basis for emergencies where self-contained breathing apparatus and rescue personnel would be required to enter a contaminated atmosphere.

The Respirator User will:

- Be familiar with this Annex, local SOPs, and instructions relating to the safe and proper use of respiratory protection equipment as well as care and maintenance.
- Ensure the respirator has no holes, cracks, leaks, missing parts, and is in a clean and usable condition. Each employee is ultimately responsible for their own respirator. The employee must perform primary maintenance and cleaning of assigned respirators unless a centralized maintenance and cleaning facility exists.
- Perform a positive and negative pressure fit test each time the respirator is worn and before entering the work area or contaminated atmosphere. Record all usage hours on the respirator's usage sheet and exchange the used cartridges/canisters for new ones as required by the change out schedule.
- Exchange the respirator for a clean, operational respirator as needed.
- Ensure the respirator is stored in a convenient, clean, and sanitary location enclosed in a re-sealable plastic bag within the work center to protect against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals. The employee must pack and store the respirator so the face piece and exhalation valve will not be damaged by being subject to crushing or cramming.
- Be familiar with the operation and limitations of the respirator, applicable gas mask, and warning devices on SCBAs, etc., and not have facial hair that interferes with proper seal of respirators equipped with face piece nor the proper valve functions.
- Notify immediate supervisor if it is suspected that respiratory protection is needed, or respiratory equipment is defective or nonfunctional.
- Adhere to instructions and regulations governing the proper and safe use of respiratory protective equipment. Do not wear contact lenses with full-face piece respirators, helmet, hood, or suit.
- Receive initial medical evaluation to determine the ability to use a respirator and undergo prescribed medical surveillance when scheduled by the OHC.
- Notify the OHC of any request to see a physician of their own choice for a medical determination and provide the clinic documentation upon request.

Appendix A – Abbreviations

AR	Army Regulation
ARIMS	Army Records Information Management System
ASMIS	Army Safety Management Information System
CFR	Combined Federal Regulation
CO	Carbon Monoxide
DA Pam	Department of the Army Pamphlet
DES	Department of Emergency Services
FSGA	Fort Stewart Garrison
GC	Garrison Commander
GSO	Garrison Safety Office
HAAF	Hunter Army Airfield
IDLH	Immediately Dangerous to Life and Health
IH	Industrial Hygienist
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSHA	Mine Safety and Health Administration
NIOSH	National Institute of Occupational Safety and Health
OHC	Occupational Health Clinic
OSHA	Occupational Safety and Health Administration
PAPR	Powered Air Purifying Respirator
PPE	Personal Protective Equipment
QFT	Quantitative Fit Test
RM	Resource Management
RPE	Respiratory Protection Equipment
RPM	Respiratory Program Manager
SCBA	Self Contained Breathing Apparatus
SOH	Safety and Occupational Health
SOP	Standard Operating Procedure
TB	Technical Bulletin
TIC	Toxic Industrial Chemicals

APPENDIX B - ANNUAL GSO REVIEWS

DATE	REVIEWED BY	CHANGES Y/N	SUMMARY OF CHANGES