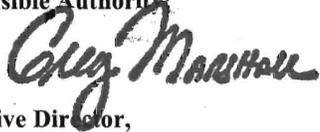
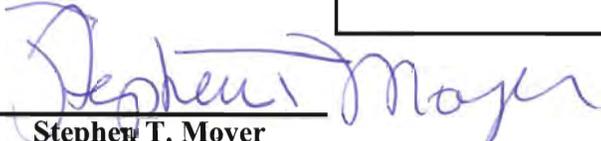


Executive Directive



Title: Respiratory Protection Program	Executive Directive Number: ADM.055.0007 REVISED
Related MD Statute/Regulations: 29 CFR §1910.134. (Occupational Safety and Health Administration/ (OSHA), Respiratory Protection). and Correctional Services Article, §2-103, Annotated Code of Maryland	Supersedes: Executive Directive Number: ADM.0550.007 Dated August 14, 2015
Related ACA Standards: 4-4354 4-4420 4-ALDF-7E-01	Responsible Authority:  Executive Director, Human Resources Services Division
Related MCCS Standards: N/A	Effective Date: December 1, 2017 Number of Pages: 9



Stephen T. Moyer
Secretary



William G. Stewart
Deputy Secretary
for Administration

.01 Purpose.

- A. This directive continues policy and administrative responsibilities for establishing and maintaining a Respiratory Protection Program for the Department of Public Safety and Correctional Services (Department).
- B. This directive authorizes the creation and maintenance of a Respiratory Protection Program Manual that details the procedures necessary to implement and maintain the Respiratory Protection Program for the Department.

.02 Scope.

This directive applies to all units of the Department with employees performing duties as described under §.03D of this directive

.03 Policy.

- A. The Department is committed to providing all employees and individuals conducting business at Department facilities with a safe and hazard-free work environment.
- B. The Department shall take steps to prevent workplace-related injury or illness by:
 - (1) Reducing operational risks;
 - (2) Developing, implementing, and maintaining a cost-effective respiratory protection program; and
 - (3) Providing equipment and related training effective in safeguarding employees against respiratory hazards.

- C. The Department shall develop, implement, and maintain a Respiratory Protection Program (Program) and document, in a Respiratory Protection Program Manual (Manual), program-related procedures that comply with requirements of the following:
- (1) Occupational Safety and Health Administration (OSHA) of the United States Department of Labor; and
 - (2) Maryland Occupational Safety and Health (MOSH) Division of the Maryland Department of Labor, Licensing and Regulation.
- D. The Program and related Manual apply to correctional officers and other employees of the Department who perform duties that include:
- (1) Transporting individuals in the custody of the Department who require the use of a respirator;
 - (2) Participation in a Special Operations Group (SOG), Tactical Unit (TAC), K-9 Unit, or Contraband Interdiction Team (CIT);
 - (3) Working in a medical unit or an infirmary where there is a potential exposure to airborne communicable disease;
 - (4) Performing maintenance functions that include, but are not limited to, welding, painting, carpentry, or working with asbestos or other hazardous materials; and
 - (5) Other assignments, as required to meet the needs of the facility.

.04 Definitions.

- A. In this directive, the following terms have the meanings indicated.
- B. Terms defined.
- (1) “Administrator” means the Department’s Respiratory Protection Program Administrator.
 - (2) “Correctional officer” has the meaning stated in Correctional Services Article, §8-201, Annotated Code of Maryland.
 - (3) Employee.
 - (a) “Employee” means an individual working for or assigned to the Department on a full or part-time basis in a permanent or contractual position.
 - (b) “Employee” includes an individual in the Department Volunteer Program.
 - (c) “Employee” does not include an individual working for a business or agency under contract to the Department.
 - (4) “Facility” means a physical structure or space owned or leased by the Department to conduct the business of the Department.

- (5) “Managing Official” means the Department employee responsible for the administration and operation of a Department facility.
- (6) Respirator.
 - (a) “Respirator” means a device worn to protect the respiratory tract from environmental hazards that may affect the respiratory tract.
 - (b) “Respirator” includes the following devices approved by the National Institute for Occupational Safety and Health (NIOSH):
 - (i) Full-face Respirator (e.g. Gas mask);
 - (ii) Half-faced Respirator (e.g. P100);
 - (iii) Disposable Particulate Filtering Facepiece Respirator (e.g. N95); and
 - (iv) Other apparatus designed to protect the respiratory tract (e.g. surgical mask).
- (7) “Respiratory Protection Program Coordinator (RPPC)” means an individual at each facility responsible for implementing and administering the Program requirements at that facility.

.05 Responsibility/Procedures.

A. Respiratory Protection Program (Program) organization and responsibilities.

- (1) Respiratory Protection Program Steering Committee (Committee).
 - (a) The Committee consists of:
 - (i) The Executive Director, Environmental Compliance, Safety and Emergency Operations (Chair);
 - (ii) The Administrator;
 - (iii) The Risk Manager, or a designee; and
 - (iv) The Manager of Nursing Services of the Department’s Human Resources Division, or a designee;
 - (b) The Committee is responsible to:
 - (i) Oversee Program management and administration according to requirements of 29 CFR §1910.134;
 - (ii) Select equipment that complies with requirements under 29 CFR §1910.134(d);
 - (iii) Provide training regarding OSHA 1910.134 Standard;

- (iv) Develop, distribute, and maintain the Manual;
 - (v) Assess the Program in a manner that complies with requirements under 29 CFR §1910.134(l);
 - (vi) Ensure that each facility develops and maintains written worksite-specific procedures that comply with Program requirements for respirator use; and
 - (vii) Establish a Program audit schedule for each facility where employees use respirators.
- (2) The Executive Director, Environmental Compliance, Safety and Emergency Operations is responsible to:
- (a) Chair the Committee;
 - (b) Represent managing officials at Committee meetings;
 - (c) Identify, subject to approval by the Secretary of Public Safety and Correctional Services (Secretary), an Administrator; and
 - (d) Ensure Department compliance with federal and State requirements as they relate to respiratory protection.
- (3) The Manager of Nursing Services is responsible to:
- (a) Require that each employee who uses a respirator receives a medical evaluation in the form of a Respiratory Protection Program Mandatory Questionnaire and, if appropriate, a follow up medical examination according to 29 CFR §1910.134(e) before using a respirator;
 - (b) Require that, if an employee verbally reports or is seen having signs of difficulty breathing, additional medical care or a medical examination ensues according to 29 CFR 1910.134(e)(7);
 - (c) Develop for approval by the Committee, procedures for medical evaluations and examinations under §§.05A(3)(a) and (b) of this directive;
 - (d) Provide oversight of staff conducting medical examinations resulting from issues discovered during a medical evaluation; and
 - (e) Maintain records of medical evaluations and related medical recommendations conducted under §§.05A(3)(a) and (b) of this directive.
- (4) Risk Management. The Risk Manager is responsible to:
- (a) In cooperation with a facility's audit team, audit facility compliance with requirements identified in the Program Manual;
 - (b) Present audit results to the Committee; and

- (c) Conduct follow-up activities to evaluate corrective action taken to address non-compliance issues discovered during a Program audit.
- (5) Administrator. The Administrator is responsible to:
- (a) Develop, for approval by the Committee, written procedures for:
 - (i) The proper use and maintenance of respirators according to 29 CFR §1910.134(g); and
 - (ii) Initial and subsequent respirator fit testing according to 29 CFR §1910.134 (f);
 - (b) Coordinate Program implementation and maintenance with Respiratory Protection Program Coordinator (RPPC);
 - (c) Assist the Risk Manager with the responsibilities identified under §.05A(4) of this directive; and
 - (d) Represent all RPPCs at Committee meetings.
- (6) Managing Official. A managing official with employees performing duties as described under §.03D of this directive is responsible for:
- (a) Overall facility compliance with Program requirements identified in the Manual; and
 - (b) Appointing a RPPC according to 29 CFR §1910.134(c)(3) for the facility.
- (7) The RPPC is responsible to:
- (a) Implement Program requirements at the facility;
 - (b) Identify workplace conditions that require the use of a respirator
 - (c) Identify, subject to the managing official's approval, at least one individual per shift to perform respirator fit testing for the facility;
 - (d) Ensure the individual under §.05A(7)(c) receives initial and annual training to properly perform fit testing;
 - (e) Maintain the facility's copy of the Manual, with addendums based on worksite-specific requirements of the facility or of any work area;
 - (f) Serve as liaison to Nursing Services and Risk Management;
 - (g) Maintain facility Program records required by 29 CFR §§1910.134(m) and (n), including:
 - (i) A current list of employees medically approved to use a respirator;
 - (ii) A list of respirators that are approved for employee use;

- (iii) The date(s) the employee was fit tested on each respirator used; and
 - (iv) The date the employee was trained to use each respirator.
 - (h) Oversee respirator inventory;
 - (i) Participate in audit team activities that may include:
 - (i) Ensuring audits are conducted according to the established schedule;
 - (ii) Reviewing audit team reports;
 - (iii) Correcting non-compliant items identified during an audit; and
 - (iv) Reporting audit findings and corrective measures to the Risk Manager;
 - (j) Facilitate the ordering of respirators, parts, prescription lenses, and supplies according to Department and State procurement policy and procedure;
 - (k) Schedule training that complies with 29 CFR §1910.134(k) for an employee using a respirator;
 - (l) Identify and notify Nursing Services of an employee who requires a medical evaluation;
 - (m) Ensure that employees with designated responsibilities (as dictated by .03D) at the facility are certified to use respirators;
 - (n) Identify, subject to the facility manager's approval, a Respirator Maintenance and Security Coordinator for the facility;
 - (o) Coordinate the location and availability of respirators with supervisors and the Respirator Maintenance and Security Coordinator;
 - (p) Ensure the Respirator Maintenance and Security Coordinator receives the training necessary to conduct respirator equipment maintenance and security activities; and
 - (q) Remove from service respirators that do not meet Program requirements identified in the Manual.
- (8) The Director of Special Operations, Correctional Major. The Director of Special Operations Group Correctional Major, or designee, is responsible to:
- (a) Represent all Facility Tactical Commanders at Committee meetings; and
 - (b) In cooperation with Tactical Commanders, identify practical operational issues that are affected by the Program for presentation to the Committee.
- (9) Fit Tester. A fit tester is responsible to:

- (a) Fit test, according to requirements of 29 CFR §1910.134(f), an employee approved to use a respirator on an initial, annual, and interim basis;
 - (b) Report fit testing results to the facility RPPC; and
 - (c) Perform any other duties related to fit testing of respirators.
- (10) Respirator Maintenance and Security Coordinator. The Respirator Maintenance and Security Coordinator is responsible to:
- (a) Establish security measures for respirators and related equipment;
 - (b) Maintain and store respirators according to 29 CFR §1910.134(h);
 - (c) Notify the facility RPPC of unserviceable respirators; and
 - (d) Ensure that an employee uses the specific type of respirator required by the circumstance.
- (11) Supervisors of Employees Required to Use a Respirator. A supervisor of an employee required to use a respirator is responsible to:
- (a) Be aware of the respiratory hazards in the supervisor's area of responsibility;
 - (b) Know the kind of respirator to be used in the supervisor's area of responsibility within the facility;
 - (c) Ensure that the Program's universal and worksite-specific procedures are followed by each employee;
 - (d) Ensure that an employee wears the proper respirator;
 - (e) Ensure that an employee scheduled for a medical evaluation or medical examination attends the evaluation or examination;
 - (f) In cooperation with the RPPC, ensure an employee scheduled for training attends the training;
 - (g) Notify the facility RPPC when:
 - (i) Problems with respirator use are identified;
 - (ii) There are changes in the work environment affecting airborne contaminant levels; and
 - (iii) There are changes in an employee's physical appearance or other issues that may affect the proper use or fit of a required respirator;
 - (h) Ensure that the work shift has sufficient employees trained in respirator protection; and
 - (i) Ensure that an employee complies with the Program requirements identified in the Manual.

- (12) Employee Required to Use a Respirator. An employee required to use a respirator is responsible to:
- (a) Meet all respirator training requirements;
 - (b) Use a respirator as trained;
 - (c) Report malfunctions or concerns to the employee's supervisor or the facility RPPC;
 - (d) Complete the required medical questionnaire as part of the medical evaluation and participate in a follow-up medical examination if determined necessary;
 - (e) Report to the employee's supervisor or the facility RPPC, issues that may affect the use of a required respirator; and
 - (f) Perform duties and responsibilities associated with wearing a respirator in a safe and efficient manner.

B. The Respiratory Protection Program Manual (Manual).

- (1) The Committee shall ensure that the Manual complies with requirements of 29 CFR §1910.134(c)(1).
- (2) The Committee shall ensure that the Manual, at a minimum, includes procedures for:
 - (a) Selecting respirators for use in the workplace;
 - (b) Conducting and documenting medical evaluations and examinations of an employee using a respirator;
 - (c) Fit testing respirators;
 - (d) Respirator use in routine and reasonably foreseeable emergency situations;
 - (e) The storage of respirators and related equipment;
 - (f) Respirator repair;
 - (g) Disposal of unserviceable respirators;
 - (h) Cleaning and disinfecting respirators; and
 - (i) Scheduling respirator:
 - (i) Inspection; and
 - (ii) General maintenance;
 - (j) Training an employee in the:

- (i) Respiratory hazards to which an employee may be exposed to during routine and emergency situations; and
 - (ii) Proper use of respirators including putting on and taking off a respirator, respirator limitations, and respirator maintenance;
 - (k) Completion and maintenance of Program records required under 29 CFR §191.134(m); and
 - (l) Review and auditing of Program and worksite-specific requirements.
- (3) The Committee shall ensure that the Manual includes a copy of the current text of 29 CFR §1910.134.

.06 Attachments/Links.

None

.07 History.

- A. This directive replaces Executive Directive Number: ADM.055.0007, dated August 14, 2015.
- B. This directive supersedes provisions of any prior existing Department or unit communication with which it may be in conflict.

.08 Correctional Facility Distribution Code.

- A
- S Each Employee performing duties described under §.03D of this directive
 - Nursing Services
 - Risk Management
 - Environmental, Compliance, Safety and Emergency Operations
 - Special Operations Group
 - Facility Tactical Unit
 - Director of Security Operations
 - CEO, Maryland Correctional Enterprises