

# Respirator Program Planning Checklist

## For Required Use of N95s and Other Tight-Fitting Air-Purifying Respirators

Company Name:

Respirator Program Administrator Name:

In Progress	Done	Item
		1. Respiratory hazard(s) have been assessed and exposed workers have been identified. WAC 296-841-20005
		2. Improvements like ventilation, physical barriers, safe work practices, are in place to reduce hazards as much as possible. WAC 296-842-20010
		3. A Respirator Program Administrator (RPA) has been chosen to develop and oversee the company's required written program. WAC 296-842-10505
		4. The RPA has enough knowledge, training, and experience about respirators, respirator programs, and the Respirator Rule (Chapter 296-842 WAC) to develop and oversee the program. WAC 296-842-10505
		5. NIOSH-approved respirators have been chosen based on the type(s) of respiratory hazard(s) present, the level(s) of risk, and any user and workplace factors. WAC 296-842-13005
		6. Respirators and any related supplies are stocked and available.
		7. The company has identified who will conduct training and how it will be done. Arrangements have been made (e.g., for training materials, schedules, language and literacy assistance, etc.) to set up training.
		8. Training has been done; workers can now show how to properly put on, seal check, wear, remove, store, and care for their respirator. A record of the training has been kept. WAC 296-842-16002 (2)& (5) WAC 296-842-12010 (3)
		9. Our company has chosen a medical provider to do medical evaluations for workers identified as potential respirator users and we have forwarded the required pre-evaluation information to the provider. WAC 296-842- 14005, Steps 2&3
		10. A medical evaluation process has been set up to protect workers' confidentiality while answering the questionnaire and ensure assistance with any questions and language or literacy issues. WAC 296-842- 14005, Steps 4-6

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		11. Workers have completed their part of the medical evaluation; the company and workers have each received a copy of the medical provider's written recommendations that do not include any confidential medical information. WAC 296-842-14005, Step 6
		12. The company has identified who will conduct fit testing and which required protocol to use. The necessary arrangements have been made (e.g., contracts, schedules, supplies, etc.) to set up fit testing. WAC 296-842-15005 (2)-(5)
		13. Fit testing has been completed and a record of each fit test has been kept. WAC 296-842-12010 (2)
		14. Written policies addressing key respirator use issues have been developed; these address facial hair, seal checks, proper storage, when and how to replace respirators, and how supervisors will periodically monitor respirator use. WAC 296-842-12005 (1) WAC 296-842-12005 (2) (c)
		15. A worksite-specific, written Respirator Program that addresses all required elements has been developed. WAC 296-842-12005

COVID Safety Topic Page: [www.Lni.wa.gov/CovidSafety](http://www.Lni.wa.gov/CovidSafety)

Respirator program templates are available for downloading and customizing at  
<https://lni.wa.gov/safety-health/preventing-injuries-illnesses/create-a-safety-program/sample-safety-programs-plans>

The Respirators rule (Chapter 296-842 WAC) can be found at [https://lni.wa.gov/safety-health/safety-rules/find-safety-rules/?query=&filter=chapters&page=1&index=Safety\\_Rules](https://lni.wa.gov/safety-health/safety-rules/find-safety-rules/?query=&filter=chapters&page=1&index=Safety_Rules)

For one-to-one assistance with your respirator program or other safety matters, contact your local safety & health consultant at [www.Lni.wa.gov/DOSHConsultation](http://www.Lni.wa.gov/DOSHConsultation)