University of South Alabama | Respiratory Protection Program

Safety & Environmental Compliance (SEC)

I. Introduction

While most work environments have safe air to breathe, there are locations and times in which an employee will need respiratory protection. This program establishes the minimal permissible practices and requirements for the campus community.

The **University of South Alabama Respiratory Protection Program** is specifically designed to:

- Establish accepted practices for respirator use.
- Provide necessary information required for training.
- Offer guidance on the proper selection, use, and care of respirators.

II. Program Responsibilities

A. Management Responsibility

- **Provision of Equipment:** Respirators shall be provided by the employee's assigned department when they are necessary to protect the health of the employee.
- **Suitability:** A respirator will be provided which is applicable and suitable for the intended purpose.
- **Inventory Management:** The Facilities Warehouse will be responsible for maintaining an inventory of respirators and filter materials. These must match the brands, sizes, and types determined to be needed by their employees through fit-testing and evaluation of the job to be performed.

B. Employee Responsibility

- **Compliance:** The employee shall use the respiratory protection in accordance with instructions and training received.
- **Equipment Care:** The employee shall guard against damage to the respirator.
- **Issue Reporting:** It is the employee's responsibility to report any trouble or malfunction of the respirator to his or her supervisor immediately.
- **Record Keeping:** Employees must maintain personal time records of filter and cartridge use.

C. Student Responsibility

- **Coordination:** Any respiratory protection or fit-testing required by any USA student must be coordinated directly through the student's respective college.

III. Medical Limitations

- **Physical Capability:** Employees will not be assigned tasks requiring the use of respirators unless they are physically able to perform the work and use the equipment. HR must review if unable to perform essential job functions.
- **Medical Questionnaire:** The respirator user must complete a medical questionnaire regarding the use of a respirator. This documentation must be updated **annually** or whenever workplace/physical conditions change.

IV. Privacy & Confidentiality

The University of South Alabama department of Safety & Environmental Compliance (SEC) is strictly committed to maintaining the privacy and confidentiality of all employee and student information. You have an absolute right to privacy concerning your personal health information.

- **Counseling Privacy:** All counseling received at the SEC Training Coordinator's Office will be kept strictly confidential, except as required by law.
- **Rights Awareness:** Our Privacy Notice and policy on the Disclosure of Information are provided to acquaint you with your rights as an employee or student.
- **Oversight:** The SEC Training Coordinator is directly responsible for the secure maintenance, disclosure, and security of all medical questionnaires.
- **Third-Party Disclosures:** The privacy of your medical information is safeguarded. Information will only be made available to a clinician, attorney, or medical professional if you provide explicit written authorization.
- **Release Form:** If you would like to disclose information contained in your record to a third party, you must complete a written USA Health *Authorization to Release Information* form and submit it directly to the SEC Training Coordinator.