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| <br><b>DEE CRAMER</b><br><small>HEATING / COOLING / SHEET METAL</small><br><i>Dedicated People. Delivering Quality.</i> | Dee Cramer, Inc.         |  | Doc No:             | RESPO       |
|                                                                                                                                                                                                          | Safety Management System |  | Initial Issue Date: | 1/1/2017    |
|                                                                                                                                                                                                          |                          |  | Revision Date:      | 6/25/2026   |
| <b>RESPIRATORY PROTECTION</b>                                                                                                                                                                            |                          |  | Revision No.        | 1.0         |
|                                                                                                                                                                                                          |                          |  | Next Review Date:   | 6/25/2029   |
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## Purpose

It is the intention of Dee Cramer, Inc. to provide a respiratory protection program that meets or exceeds all federal standards.

## Scope

This program applies to all Dee Cramer, Inc. projects and operations

## Definitions

*Airborne Contaminant* – Any harmful substance present in the air that can be inhaled, including dust, fumes, and vapors.

*Fit Test* – A procedure to ensure that a respirator properly fits the wearer's face and provides the intended level of protection

*Permissible Exposure Limit (PEL)* – The maximum amount or concentration of a substance that worker may be exposed to under OSHA regulations, averaged over a specific time (usually 8 hours).

*Respirator* – A device to protect the wearer from inhaling harmful airborne contaminants such as dust, fumes, vapors, or biological hazards

## Responsibilities

### Supervisor/Manager

- Notify Safety Department when respirator is needed on a job based on the tasks
- Ensuring an adequate supply of respirators, cartridges, and repair/replacement parts
- Ensure all employees wearing respirators have been given training and a fit test

### Safety Department

- Identifying hazards and ensuring only NIOSH certified respirators must be selected and provided based on those hazards and factors affecting performance
- Ensuring that all respirator users have been trained in the use, and limitations of the type of respirators they will be using prior to the first time the respirator is used
- Ensuring that all respirator users are fit-tested prior to using the respirator.
- Ensuring that respirators are individually issued, and cleaned on a regular basis, and respirators are stored in a clean and accessible location
- Ensuring that respirators are selected based on the hazard that will be encountered.
- Ensuring that employee exposure is monitored to ensure that the correct respirator type is used
- Ensuring surveillance of employees who wear respirators shall leave the area to wash, change cartridges or if they detect breakthrough, breathing resistance and/or leakage of the facepiece
- Ensuring compliance with the Respiratory Program

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- Ensuring that respirator parts are not exchanged between brands of respirators.
- Ensuring fit testing, respirators and required training are provided at no cost to the employee

### Employees

- Wear respirators when needed
- Follow training

### Work Site Procedures

Each work site where respirators are required to protect the health of the worker shall have work site procedures that follow the guidelines of this program. Specific procedures may also be required by our client which will be followed.

The following areas shall be included:

- Identification of specific hazard requiring respiratory protection
- The selection of the appropriate respiratory protection equipment based on the specific hazard and concentration levels, characteristics, etc. Specific brand and models of respiratory equipment to be used shall be identified in the procedures.
- Verification that each user of respiratory protection is fit tested and trained on the proper use of the respirator provided to them.

### Hazard Identification

Dee Cramer, Inc. will attempt to engineer potential harmful vapors and dust exposure hazards out of the work environment. If engineering control measures are not feasible or during emergency situations with high exposure then respirators shall be provided by Dee Cramer, Inc., which are applicable and suitable for purpose intended.

The selection of the respiratory equipment is based on the hazards the employee is exposed to. Dee Cramer, Inc. shall:

- Perform hazard identification,
- Select and provide respirators based on those hazards and factors affecting performance,
- Establish brands and models to be used, and
- Estimate exposures and contaminated information.

Due to the many varied work locations Dee Cramer, Inc's identification of respiratory hazards will be contained in the various work site specific safety plans. However, common respiratory hazards that will be encountered include:

- Dust
- Fumes
- Other applicable hazards

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## Respirator Fit Testing

Before an employee may be required to use any respirator with a negative or positive pressure tight-fitting face piece, the employee must be fit tested with the same make, model, style, and size of respirator that will be used. This section specifies the kinds of fit tests allowed the procedures for conducting them, and how the results of the fit tests must be used.

Dee Cramer, Inc. shall ensure that third party personnel administering fit testing are able to prepare test solutions, calibrate equipment and perform tests properly, recognize invalid tests, and ensure that test equipment is in proper working order.

Dee Cramer, Inc. shall ensure that an employee using a respirator is fit tested prior to initial use of the respirator and whenever a different respirator face piece (size, style, model or make) is used.

Dee Cramer, Inc. shall provide an additional fit test whenever the employee reports, or Dee Cramer, Inc.'s Safety Department makes visual observations of, changes in the employee's physical condition that could affect respirator fit. Such conditions include, but are not limited to, facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight.

If the employee subsequently notifies Dee Cramer that the fit of the respirator is unacceptable, the employee shall be given a reasonable opportunity to select a different respirator face piece and to be retested.

The fit test shall be administered using an OSHA-accepted protocol.

## User Seal Check

Before conducting the negative and positive pressure checks, the subject shall be told to set the mask on the face by moving the head from side-to-side and up and down slowly while taking in a few slow deep breaths. The test subject shall conduct a user seal check, either the negative or positive pressure seal checks described below:

### Positive Pressure Check

Close off the exhalation valve and exhale gently into the face piece. The face fit is considered satisfactory if a slight positive pressure can be built up inside the face piece without any evidence of outward leakage of air at the seal. For most respirators this method of leak testing requires the wearer to first remove the exhalation valve cover before closing off the exhalation valve and then carefully replacing it after the test.

### Negative Pressure Check

Close off the inlet opening of the canister or cartridge(s) by covering with the palm of the hand(s) or by replacing the filter seal(s), inhale gently so that the face piece collapses slightly, and hold the breath for ten seconds. The design of the inlet opening of some cartridges cannot be effectively covered with the palm of the hand. The test can be performed by covering the inlet opening of the

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cartridge with a thin latex or nitrile glove. If the face piece remains in its slightly collapsed condition and no inward leakage of air is detected, the tightness of the respirator is considered satisfactory.

The test shall not be conducted if there is any hair growth between the skin and the face piece sealing surface, such as stubble beard growth, beard, moustache, or sideburns which cross the respirator sealing surface. Any type of apparel which interferes with a satisfactory fit shall be altered or removed, including glasses.

If a test subject exhibits difficulty in breathing during the tests, she or he shall be referred to a physician or other licensed health care professional, as appropriate, to determine whether the test subject can wear a respirator while performing her or his duties. If the employee finds the fit of the respirator unacceptable, the test subject shall be given the opportunity to select a different respirator and to be retested.

Prior to the commencement of the fit test, the test subject shall be given a description of the fit test and the test subject's responsibilities during the test procedure. The description of the process shall include a description of the test exercises that the subject will be performing. The respirator to be tested shall be worn for at least 5 minutes before the start of the fit test.

The fit test shall be performed while the test subject is wearing any applicable safety equipment that may be worn during actual respirator use which could interfere with respirator fit.

#### Test Exercises

Each test exercise shall be performed for one minute except for the grimace exercise which shall be performed for 15 seconds. The test subject shall be questioned by the test conductor regarding the comfort of the respirator upon completion of the protocol. If it has become unacceptable, another model of respirator shall be tried. If due to medical or health conditions the employee cannot perform the test exercises the fit test shall not be performed and the employee is not allowed to use a respirator until all elements of the fit test can be achieved.

The respirator shall not be adjusted once the fit test exercises begin. Any adjustment voids the test, and the fit test must be repeated.

The following test exercises are to be performed for all fit testing methods prescribed in this procedure:

- Normal breathing. In a normal standing position, without talking, the subject shall breathe normally.
- Deep breathing. In a normal standing position, the subject shall breathe slowly and deeply, taking caution so as not to hyperventilate.
- Turning head side to side. Standing in place, the subject shall slowly turn his/her head from side to side between the extreme positions on each side. The head shall be held at each extreme momentarily so the subject can inhale at each side.

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- Moving head up and down. Standing in place, the subject shall slowly move his/her head up and down. The subject shall be instructed to inhale in the up position (i.e., when looking toward the ceiling).
- Talking. The subject shall talk out loud slowly and loud enough to be heard clearly by the test conductor. The subject shall read from the Rainbow Passage

## **Use, Maintenance and Care of Respirators**

### Use

- Items that can affect the face to mask seal are prohibited. This includes facial hair, glasses, clothing, etc.
- Each time a respirator is put on a positive and negative pressure check shall be performed

### Cleaning

- Remove filters, cartridges, or canisters. Disassemble face pieces by removing speaking diaphragms, demand and pressure-demand valve assemblies, hoses, or any components recommended by the manufacturer. Discard or repair any defective parts.
- Wash components in warm water with a mild detergent or with a cleaner recommended by the manufacturer. A stiff bristle (not wire) brush may be used to facilitate the removal of dirt.
- Rinse components thoroughly in clean, warm, preferably running water. Drain.
- When the cleaner used does not contain a disinfecting agent, respirator components should be immersed for two minutes in commercially available cleansers of equivalent disinfectant quality. Another alternative is to use wipes containing alcohol that are intended for use with respirators.
- Rinse components thoroughly in clean, warm, preferably running water. Drain. The importance of thorough rinsing cannot be overemphasized. Detergents or disinfectants that dry on face pieces may result in dermatitis. In addition, some disinfectants may cause deterioration of rubber or corrosion of metal parts if not completely removed.
- Components should be hand-dried with a clean lint-free cloth or air dried. Reassemble face piece, replacing filters, cartridges, and canisters where necessary. Test the respirator to ensure that all components work properly.

### Storage and Inspection

- Respiratory equipment shall be stored in a manner to protect it from damage, contamination, temperature extreme, etc.
- Respiratory equipment intended for emergency use shall be stored in an area that is readily accessible and be clearly marked.

Dee Cramer, Inc. shall ensure that respirators are inspected as follows:

- All respirators used in routine situations shall be inspected by the employee before each use and during cleaning.

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- A check by the employee of respirator function, tightness of connections, and the condition of the various parts including, but not limited to, the face piece, head straps, valves, connecting tube, and cartridges, canisters, or filters; and
- A check of elastomeric parts for pliability and signs of deterioration.
- Emergency respiratory equipment will be inspected at least monthly, and before and after each use.
- Escape only respiratory equipment will be inspected before being carried into workplace.

#### Defective or damaged respirators

Dee Cramer, Inc. shall ensure that respirators that fail an inspection or are otherwise found to be defective are immediately removed from service.

#### Voluntary Use

If an employee chooses to voluntarily wear a respirator when not required by this Program (contaminants do not meet protection standards, odors, etc.) they will be advised of the following in their training:

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for employees.

However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the employee

You should do the following:

- Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
- Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
- Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
- Keep track of your respirator so that you do not mistakenly use someone else's respirator.

#### **Training**

Training must be provided before requiring any employee to use a respirator.

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| Management of Change |                               |                 |
|----------------------|-------------------------------|-----------------|
| Date                 | Description of Change         | Name            |
| 6/25/2026            | General process flow updates. | Madelyn Nichols |
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