POWERED AIR PURIFIER RESPIRATOR (P.A.P.R.) USE

POLICY
This policy is meant to describe the process to be used by VUMC Plant Services employees who have been cleared to use a P.A.P.R. in place of an N-95 respirator.

PROCEDURE
In the event that an employee cannot be fitted with an N-95 respirator and has sought and received an approval or accommodation through Occupational Health or through the Equal Opportunity, Affirmative Action and Disability Services Department (EAD); that employee shall be required to follow the following steps:

1. The employee must complete the “Vanderbilt Occupational Health Clinic – Questionnaire for P.A.P.R. Only” (attached to this policy) and take the completed form to VUMC Occupational Health. (NOTE: This form is confidential information and should not be shared with anyone but the employees of Occupational Health).

2. The employee must complete the Powered Air Purifying Respiratory Training (attached to this policy) as conducted by Vanderbilt Environmental Health and Safety (VEHS). VEHS will confirm that the employee has successfully completed the training by completing the attached training form and providing the employee with a signed copy of the form for their training file (the completed form must be kept on file in Plant Services). This training will be completed annually and is the employee’s responsibility to coordinate their training each year with VEHS.

3. The employee will meet with the Plant Services Preventive Maintenance Coordinator to set up a preventive maintenance activity in the work management system to perform routine monthly maintenance on their P.A.P.R. Monthly maintenance shall consist of the following activities:
   a. Cleaning and disinfecting
   b. Checking breathing tube for cracks, holes, etc. and obtaining replacement parts as needed.
   c. Verifying sufficient air flow.
   d. Inspecting the turbo unit and replacing as necessary.
   e. Inspecting the belt and replacing as necessary.
   f. Inspecting the hood and replacing as necessary.
   g. Inspecting the batteries and replacing as necessary, and insuring they are properly charged.
   h. Inspecting the filter unit and replacing as necessary.
i. Reporting any non-repairable damage to the employee’s supervisor.

4. The employee will meet with the Plant Services Preventive Maintenance Coordinator to set up a preventive maintenance activity in the work management system to perform annual training on their P.A.P.R.

5. After completing the above steps, the employee must obtain a Tool Request Form from his manager and requisition a P.A.P.R. from the Plant Services Storeroom. The P.A.P.R. will be assigned to the employee as a tool. The Tool Request Form must be signed by the employee’s shop manager.

RESPONSIBILITY:
It is the responsibility of each employee to follow the guidelines in this policy (and so indicate by signing and dating a copy of the policy for placement in the employee’s file).

Additionally, each employee who has been assigned a P.A.P.R. shall be required to carry the P.A.P.R. on their person during any and all work hours that are outside the normal day shift hours of 7:30 AM until 4:15 PM (Monday through Friday), or when their day shift job responsibilities require or may require the use of respiratory protection.

REFERENCES: None

By signing this copy of the policy, I indicate that I have reviewed the policy and have completed all the policy requirements for P.A.P.R. use.

______________________________  _______________________
Employee’s Name                    Date