

SAFETY PROCEDURE

SAFETY MANAGEMENT PROCEDURE FOR RESPIRATORY PROTECTION

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1. APPROVAL

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This procedure is reviewed to ensure its continuing relevance to the process it describes. A record of contextual additions or omissions is given below.					
Amendment Record					
Version	Date	Context	Summary of Amendments		
1.0	Insert Date	To control risks associated with the selection, use and maintenance of respiratory protection	Original		
The latest revision of this procedure is on Insert Your Company's intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.					
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2. PURPOSE

The purpose of this procedure is to establish a process for Insert Your Company personnel to follow regarding the selection, use and maintenance of respiratory protective equipment (RPE). The overall intent of the procedure is to protect persons against atmospheres deficient in oxygen or against dusts, mists, fumes, smokes, gases, vapours, micro-organisms or combinations of these substances which could enter the body through the respiratory system. This procedure also outlines the Insert Your Company Name respiratory protection program, as required by AS/NZS 1715 Selection, Use and Maintenance of Respiratory Equipment.

3. SCOPE

This procedure applies to Insert Your Company personnel for the selection, use and maintenance of personal respiratory protective equipment in the workplace.

4. TERMS AND DEFINITIONS

Term	Definition
Air Purifying Respirator	A device that removes contaminants from inhaled air.
Atmospheric Contaminant	Any substance, in a gaseous or particulate, that is not a constituent of the normal atmosphere, or that is present in a concentration greater than that found in the normal atmosphere.
Biological Material	Any material of living organisms or the products of living organisms.
Concentration	Concentration Units are: Volume % = Volume per volume ppm = Parts per million ppb = Parts per billion 1% volume = 10000 ppm 1 ppm = 1000 ppb
Disinfectant	The reduction of non-spore-forming micro-organisms by a chemical means.
Dusts	Solid particles generated and dispersed into the air by, for example, handling, crushing, grinding of organic or inorganic materials such as rock, ore, coal, wood and grain.
Explosive	Tending to explode if detonated or heated.
Exposure Standard	An exposure standard, as defined by NOHSC, represents an airborne concentration of a particular substance in the worker's breathing zone, exposure to which, according to

Term	Definition
	current knowledge, should not cause adverse health effects nor cause undue discomfort to nearly all workers. The exposure standard can be of three forms: peak limitation, Time-Weighted Average (TWA), or Short-Term Exposure Limit (STEL) (see NOHSC 3008).
Flammable	Tending to burn in air if suitably energised.
Flammable Range	The range of flammable gas or vapour (measured by volume) in the air of which an explosion can occur on ignition. Expressed by lower explosive limit (LEL) and upper explosive limit (UEL).
IDLH	A toxic exposure measure of the Immediate Danger to Life and Health limit. It is the concentration of a substance that poses a threat of exposure to a certain amount of a substance that exposure is likely to cause death or immediate or delayed permanent adverse health effects or prevent escape from such an environment. The purpose of setting an IDLH exposure concentration is to ensure that a worker can escape from a given environment in the event of failure of respiratory protective equipment.
Lower Explosive Limit (LEL)	The concentration of flammable gas, vapour or mist in air, below which an explosive atmosphere will not be formed.
Peak Limitation	The maximum, or peak, airborne concentration of a particular substance determined over the shortest time interval, usually 15 minutes, which does not exceed 15 minutes.
Permissible Exposure Levels	The minimum oxygen content in the air of 19.5% by volume under normal atmospheric pressure, to a maximum oxygen concentration of 23.5 % by volume under normal atmospheric pressure.
TLV-STEL	A toxic exposure measure of the short-term exposure limit, not more than 4 times a day nor longer than 15 minutes each time. There should be at least 60 minutes between successive exposures at the TLV-STEL.
TLV-TWA	An abbreviation of the threshold limit value - time weighted average. It is the concentration of the toxic material that may be tolerated for 8 hours a day, 5 days a week, without damaging the health of most workers.
Toxicity	The ability of a substance to cause damage once it reaches a susceptible site in the body.
Upper Explosive Limit (UEL)	The concentration of flammable gas, vapour or mist in air above which an explosive gas atmosphere will not be formed.