

**WRITTEN PROGRAM TEMPLATE**

Respiratory Protection Program

A written program template aligned to OSHA 29 CFR 1910.134(c). Complete every field, delete what does not apply, and have a qualified safety professional review it before adoption.

Company name	Facility or site
Program administrator	Date established
Last reviewed	Revision

What this template covers**Part A. Program setup**

1. Objective and scope
2. Program administration
3. Hazard assessment and controls

Part B. Selection and clearance

4. Respirator selection
5. Medical evaluation
6. Fit testing

Part C. Using respirators

7. Respirator use
8. Cleaning, inspection, and storage
9. Cartridge and filter change schedule

Part D. Program upkeep

10. Breathing air quality
11. Training and information
12. Program evaluation
13. Recordkeeping, appendices, approval

Why this program exists: 29 CFR 1910.134(c)(1) requires any employer whose employees must wear respirators to establish and implement a written respiratory protection program with worksite-specific procedures, run by a designated program administrator. This template covers each required element. Voluntary use of filtering facepieces (N95s) requires only Appendix D of the standard and does not need to be covered here (1910.134(c)(2)(ii)).

Provided by VestMed. Online respirator medical clearance, fit test record storage, and audit-ready occupational medical records. vestmed.com

PART A

Program setup

Who the program covers, who runs it, and what hazards it addresses. Sections 1 to 3.

1. Program objective and scope

This Respiratory Protection Program protects employees from respiratory hazards through engineering controls first, then proper respirator selection, use, maintenance, training, and administration. It fulfills the written program requirement in 29 CFR 1910.134(c) and applies to every employee who is required to wear a respirator during normal operations or emergencies.

Operations and job titles covered: _____

Locations covered: _____

Excluded (voluntary filtering facepiece use only, Appendix D provided): _____

2. Program administration

A single program administrator, qualified by training or experience appropriate to the complexity of the program, runs this program and evaluates its effectiveness (1910.134(c)(3)).

Program administrator name: _____

Title: _____

Phone: _____

Email: _____

Responsibilities

- Maintain and update this written program
- Identify work areas and processes that require respirators
- Select respirators and maintain NIOSH approval documentation
- Coordinate medical evaluations, fit testing, and training
- Monitor respirator use and enforce the facial hair and seal check policies
- Maintain the records listed in Section 13
- Evaluate the program at least annually

Authority

- Enforce every requirement in this program
- Stop work when respiratory protection is inadequate
- Implement corrective actions and access the budget needed to do so

3. Hazard assessment and controls

Respiratory hazards are identified and evaluated before respirators are selected (1910.134(d)(1)(iii)). Where exposure cannot be identified or reasonably estimated, the atmosphere is treated as IDLH.

Assessment methods used

- Safety Data Sheet review
- Air monitoring and personal sampling
- Process and task evaluation
- Health surveillance data and historical exposure records

Identified respiratory hazards

Work area or process	Contaminant(s)	Measured exposure	PEL / TLV	Control method

Engineering and administrative controls evaluated before respirator use

- Local and general ventilation
- Process enclosure, isolation, or automation
- Substitution of less hazardous materials
- Work scheduling, rotation, and housekeeping

Feasibility assessment on file at: _____

PART B

Selection and clearance

Choosing the right respirator, clearing the employee to wear it, and confirming the fit. Sections 4 to 6.

4. Respirator selection

Respirators are selected according to 1910.134(d) based on the hazard, its concentration, warning properties, oxygen content, IDLH potential, work activity and duration, and the physical characteristics of the wearer. Only NIOSH-certified respirators are used, and each is used within the conditions of its certification.

Work area or task	Hazard	Approved respirator (make, model)	APF	Cartridge or filter	Change schedule

IDLH atmospheres (1910.134(d)(2))

- Full-facepiece pressure-demand SCBA with a minimum service life of 30 minutes, or a combination full-facepiece pressure-demand supplied-air respirator with auxiliary self-contained air supply
- Standby rescue personnel and communication as required by 1910.134(g)(3)

Oxygen-deficient atmospheres (below 19.5 percent oxygen)

- Atmosphere-supplying respirators only
- Atmosphere tested before entry

5. Medical evaluation

Every employee is medically evaluated before being fit tested or required to use a respirator (1910.134(e)(1)). The evaluation uses the questionnaire in Appendix C or an equivalent medical examination, reviewed by a physician or other licensed health care professional (PLHCP). The employee receives a written recommendation, and the employer receives only the clearance determination and any use limitations (1910.134(e)(6)).

PLHCP name or organization: _____

Phone: _____

Address or portal: _____

Information supplied to the PLHCP (1910.134(e)(5))

- Type and weight of the respirator
- Duration and frequency of use, including rescue and escape
- Expected physical work effort
- Additional protective clothing and equipment
- Temperature and humidity extremes
- A copy of this program and of 1910.134

Additional evaluations are provided when (1910.134(e)(7))

- The employee reports signs or symptoms related to respirator use
- The PLHCP, supervisor, or program administrator identifies a need

- Observations during fit testing or program evaluation indicate a need
- Workplace conditions change in a way that substantially increases the physiological burden

VestMed users: employees complete the OSHA questionnaire online, a PLHCP reviews it, and the written determination is stored in the employer portal beside the fit test record. Record the portal as the PLHCP contact above.

6. Fit testing

Every employee who uses a tight-fitting facepiece respirator is fit tested with the same make, model, style, and size to be used, before initial use, whenever a different facepiece is used, and at least annually thereafter (1910.134(f)(2)). Retesting is required after any change in physical condition that could affect fit (1910.134(f)(3)). Tests follow the accepted protocols in Appendix A.

Fit test method(s) used (QLFT agent or QNFT instrument): _____

Fit test administrator: _____

Administrator training or qualification: _____

Fit test record contents (1910.134(m)(2))

- Name or identification of the employee tested
- Type of fit test performed
- Specific make, model, style, and size of respirator tested
- Date of the test
- Pass or fail result for QLFT, or fit factor and strip chart or equivalent for QNFT

Fit test records are retained until the next fit test is administered (1910.134(m)(2)).

PART C

Using respirators

Day-to-day rules for wearing, cleaning, storing, and replacing cartridges. Sections 7 to 9.

7. Respirator use

Before each use

- Inspect the respirator per Section 8
- Confirm the correct cartridge or filter is installed and within its change schedule
- Perform a user seal check (Appendix B-1): positive pressure and negative pressure

During use (1910.134(g))

- Leave the area to wash the face or facepiece, if vapor or gas breakthrough, change in breathing resistance, or leakage is detected, or to replace the cartridge or filter
- Do not remove the respirator in a contaminated area

Facial hair and facepiece seal (1910.134(g)(1))

Tight-fitting respirators are not worn by employees who have facial hair that comes between the sealing surface and the face or that interferes with valve function, or any condition that interferes with the seal. Corrective glasses, goggles, or other PPE are worn in a manner that does not interfere with the seal.

Enforcement procedure: _____

8. Cleaning, inspection, maintenance, and storage

Respirators are cleaned and disinfected using the procedures in Appendix B-2 or equivalent manufacturer procedures (1910.134(h)(1)).

Respirator category	Cleaning frequency	Inspection frequency	Storage location

Minimum frequencies from the standard

- Exclusive-use respirators: cleaned as often as necessary to stay sanitary
- Shared respirators: cleaned and disinfected before being worn by a different person
- Emergency use respirators: cleaned after each use, inspected at least monthly and per manufacturer instructions, with the inspection documented on a tag or in a log
- Escape-only respirators: inspected before being carried into the workplace

Storage (1910.134(h)(2))

- Protected from damage, contamination, dust, sunlight, extreme temperatures, moisture, and chemicals
- Packed to prevent deformation of the facepiece and exhalation valve
- Emergency respirators kept accessible, clearly marked, and stored per manufacturer instructions

9. Cartridge and filter change schedule

For air-purifying respirators used against gases and vapors, cartridges and canisters are replaced at the end of their service life per an end-of-service-life indicator certified for the contaminant, or per a change schedule based on objective information (1910.134(d)(3)(iii)(B)). Particulate filters are replaced when breathing resistance increases or when damaged or soiled.

Contaminant	Cartridge or filter type	Change schedule	Basis (ESLI, test data, manufacturer calculator)

PART D

Program upkeep

Air quality, training, evaluation, and the records that prove the program works. Sections 10 to 13.

10. Breathing air quality

Complete this section only if atmosphere-supplying respirators are used. Compressed breathing air meets at least Grade D per CGA G-7.1 (1910.134(i)): oxygen 19.5 to 23.5 percent, hydrocarbon (condensed) 5 mg/m³ or less, carbon monoxide 10 ppm or less, carbon dioxide 1,000 ppm or less, and no noticeable odor.

- Compressors are located to prevent entry of contaminated air, equipped with in-line sorbent beds and filters, and tagged with the change date
- Oil-lubricated compressors have a high-temperature or carbon monoxide alarm, or both
- Cylinders are tested and maintained per DOT 49 CFR Part 180, with a certificate of analysis for the breathing air

Air supplier or compressor system: _____

Testing frequency and last test date: _____

11. Training and information

Employees are trained before first use and at least annually, and retrained when workplace or respirator changes make prior training obsolete, when the employee shows inadequate knowledge or use, or when any other situation arises that requires it (1910.134(k)).

Training covers, at minimum

- Why the respirator is necessary and how improper fit, use, or maintenance can compromise it
- The limitations and capabilities of the respirator
- Use in emergency situations, including respirator malfunction
- How to inspect, put on and remove, use, and check the seals
- Maintenance and storage procedures
- Medical signs and symptoms that may limit or prevent effective use
- The general requirements of 1910.134

Trainer: _____

Training method and materials: _____

Employee	Training date	Topics	Trainer	Comprehension check

12. Program evaluation

The program administrator evaluates the workplace as necessary to confirm this program is being implemented and remains effective, and consults employees who use respirators about fit, selection, use, and maintenance (1910.134(l)).

Evaluation date	Evaluator	Findings	Corrective action	Follow-up date

13. Recordkeeping

Retention periods below come from 1910.134(m) and 29 CFR 1910.1020. Record the location of each record set.

Record	Retention	Location
Medical evaluation records	Duration of employment plus 30 years (1910.134(m)(1), 1910.1020(d)(1)(i))	
Fit test records	Until the next fit test is administered (1910.134(m)(2))	
Exposure and air monitoring records	At least 30 years (1910.1020(d)(1)(ii))	
This written program	Current copy retained and available to affected employees and to OSHA on request (1910.134(m)(3))	
Training records	No period set in 1910.134. Recommended: duration of employment plus 3 years, or per company policy	
Program evaluations and inspections	Recommended: keep until superseded by the next evaluation, or per company policy	

Records are made available on request to the subject employee, to designated representatives, and to OSHA and NIOSH representatives, as provided in 1910.1020.

CLOSE-OUT

Appendices and approval

Attach the supporting procedures, log revisions, and sign.

Appendices

Attach the site-specific procedures and forms that support this program. Suggested set:

- A. Workplace hazard assessment and air monitoring results
- B. Respirator selection decision logic and NIOSH approval documentation
- C. Medical evaluation procedure and PLHCP agreement
- D. Fit test procedure and fit test records
- E. Cleaning, inspection, and maintenance procedures
- F. Training materials, quiz, and training records
- G. Program evaluation forms
- H. Appendix D information sheet for voluntary use

Revision history and approval

Date	Revision	Reason for change	Approved by

Program administrator signature: _____

Date: _____

Management approval signature: _____

Date: _____

Customization checklist: complete every field and table; delete sections that do not apply; attach the appendices; have the program reviewed by a qualified safety professional or industrial hygienist; obtain management approval; make it available to affected employees; review it at least annually. This template is a starting point and is not legal advice.

Need the clearance step handled? VestMed clears employees for respirator use online, stores the record beside the fit test, and gives multi-site administrators one view. vestmed.com/services/respirator-clearance/ or 844-837-8767.