

 <p>Winnipeg Regional Health Authority Office régional de la santé de Winnipeg Caring for Health À l'écoute de notre santé</p> <p style="text-align: center;">POLICY</p>	<p>REGIONAL</p> <p>Applicable to all WRHA governed sites and facilities (including hospitals and personal care homes), and all funded hospitals and personal care homes. All other funded entities are excluded unless set out within a particular Service Purchase Agreement.</p>		Level: 1
	Policy Name: Respirator Fit Testing	Policy Number: 20.20.010	Page 1 of 7
	Approval Signature: <i>Jane MacKay</i>	Section: Human Resources: Workplace Safety & Health	
	Date: July 2, 2024	Supercedes: NEW	

1.0 PURPOSE:

- 1.1 To ensure all Workers are protected from exposure to Respiratory Hazards while at work.
- 1.2 To ensure that all Workers required to wear a Respirator while at work are properly fit-tested and trained in the use and care of that Respirator prior to performing duties requiring the use of a Respirator.
- 1.3 To ensure that, when followed, the minimum requirements of Manitoba Workplace Safety and Health Regulation 217/2006 (Part 6 Personal Protective Equipment, Section 6.15 Respiratory Protective Equipment) is complied with and, where possible, exceeded.
 - 1.3.1 Ensure respiratory protective equipment provided to a Worker is selected, used and maintained in accordance with CSA-Z94.4-18 Selection, Use and Care of Respirators

2.0 DEFINITIONS:

- 2.1 Airborne: Suspended in, transported, or carried by the air.
- 2.2 Biological: A substance containing living organisms or parts of living organisms in their natural or modified forms.
- 2.3 Contaminant: A material in gas, vapour, liquid or solid physical state, foreign to normal Workplace air, or though customarily found in normal air of the lower atmosphere, has known toxic properties or other potential health effects. Contaminant includes Particles and infectious and non-infectious bioaerosols.
- 2.4 Contractor: A company, agent(s) or representative(s) of the company that provides service or performs work at a Workplace. This includes companies of Contractors, sub-contractors, consultants, vendors and suppliers.

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- 2.5 Director/Manager: The person responsible for a department/program/facility. This includes but is not limited to Directors, clinical team managers and program managers.
- 2.6 Employer: Every person who, by himself or his agent or representative employs or engages one or more Workers, and the Crown and every agency of the government.
- 2.7 Fit Test: A quantitative or qualitative method to evaluate the fit of a specific make, model and size of Respirator on an individual.
- 2.7.1 Quantitative Fit Test Method: A test method that uses an instrument to assess the amount of leakage into the Respirator in order to assess the adequacy of Respirator fit.
- 2.7.2 Qualitative Fit Test Method: A pass/fail test method that relies on the subject's sensory response to detect a challenge agent in order to assess the adequacy of Respirator fit.
- 2.8 Fit Tester: An individual who possesses the knowledge, experience and training to fulfill the competencies of Fit Testing including verifying the user's ability to obtain an effective Respirator seal, comfort, and fit for a tight-fitting Respirator.
- 2.9 Occupational and Environmental Safety & Health (OESH): Means the unit/department providing occupational safety and health services within the region.
- 2.10 Particulate (or Particle): A small quantity of matter in liquid or solid physical state being an Airborne Contaminant, other than a gas or vapour, but including dusts, fumes, mists (including droplets), fibres, fog, pollen, smoke, spores, and bioaerosols.
- 2.11 Respirator (also known as tight-fitting respirator): A type of personal protective equipment designed to cover the entrances to the respiratory tract (the mouth and the nose). Types of Respirators include all air-purifying Respirators requiring Fit Testing including filtering facepiece Respirator (e.g., disposable N95/CA-N95), elastomeric Mask Particulate Respirator, elastomeric Full-Face piece Particulate Respirator. Half-
- 2.11.1 N95/CA-N95 Respirator: A disposable filtering face piece Respirator that is worn on the face and covers the nose and mouth to reduce the wearer's risk of inhaling Airborne Contaminants. A NIOSH-certified and/or CSA-certified Respirator.
- 2.11.2 Half-Mask Respirator: An elastomeric (reusable) air-purifying Respirator that forms a tight seal and covers the nose and chin with exchangeable filters/cartridges that may be selected to provide the needed filtration. Offers more protection than an N95/CA-N95 filtering face piece.
- 2.11.3 Full-Face Respirator: An elastomeric (reusable) air-purifying Respirator that forms a tight seal and covers the entire face and chin. Exchangeable filters/cartridges may be selected to provide the needed filtration. Offers more protection than an N95/CA-N95 filtering face piece and a higher level of protection than a Half-Mask Respirator (i.e., eye protection).
- 2.11.4 PAPR and CAPR: Powered air purifying Respirators and controlled air purifying Respirators are not tight-fitting, and do not require Fit Testing.
- 2.12 Respiratory Hazard: Selected Biological/infectious agents, chemical vapors, and Airborne Contaminants that have a risk associated with them.
- 2.13 Risk Assessment: The overall process of hazard identification, risk analysis, and risk evaluation, considering severity, frequency and probability.

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- 2.14 Service Delivery Organization (SDO): An organization that is responsible for managing end-to-end operations and services of a business.
- 2.15 Safe Work Procedures: A system of written practical instructions that must be followed by Workers to reduce and control the hazards of specific work tasks for employees, clients, Contractors, or visitors.
- 2.16 Supervisor: A person who has charge of a Workplace or authority over a Worker.
- 2.17 Worker:
 - 2.17.1 Any person who is employed by an Employer to perform a service whether for gain or reward, or hope of gain or reward or not,
 - 2.17.2 Any person engaged by another person to perform services, whether under a contract of employment or not
 - 2.17.2.1 who performs work or services for another person for compensation or reward on such terms and conditions that he is, in relation to that person, in a position of economic dependence upon that person more closely resembling the relationship of any employee than that of an independent Contractor, and
 - 2.17.2.2 who works or performs services in a Workplace which is owned or operated by the person who engages him to perform services,
 - 2.17.3 any person undergoing training or serving an apprenticeship at an educational institution or at any other place;
- 2.18 Workplace: Any building, site, clinical unit, workshop, mobile vehicle, client home or any other premises or location whether indoors or outdoors in which one or more Workers, or self-employed persons are engaged in work.

3.0 **POLICY:**

- 3.1 All SDO's are required to implement and maintain Safe Work Procedures for Fit Testing in accordance with CSA Standard Z94.4-18 Selection, Use and Care of Respirators.
- 3.2 All Fit Testing shall be conducted using the quantitative Fit Testing method.
- 3.3 All Workers that have the potential to be exposed to Respiratory Hazards shall be Fit Tested and trained on the proper use and care of Respirators.
- 3.4 Workers shall be excluded from exposure to Respiratory Hazards if they have not been Fit Tested to an available Respirator, or if the Respirator is not available.
- 3.5 For students and Contractors/vendors, Fit Testing is the responsibility of their respective educational facility or Employer, and must be Fit Tested to a Respirator available within the SDO.
 - 3.5.1 Qualitative Fit Testing will be accepted for students and Contractors/vendors if conducted by a third-party Fit Tester.
 - 3.5.2 SDO's may provide Fit Testing services to students at their discretion based on available resources.

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- 3.6 A Risk Assessment shall be conducted to determine if wearing a Respirator is required based on the Worker's job duties and Respiratory Hazards identified (see Appendix A, B and C)
 - 3.6.1 Appendix A is defined as Biological Airborne Contaminants (i.e., infectious materials), an N95/CA-N95 filtering face piece Respirator must be used (at minimum).
 - 3.6.2 Appendix B is defined as non-biological Airborne Contaminants (i.e., gas and vapour), a Half-Mask or Full-Face type Respirator must be used with Contaminant specific filters/cartridges. For some Particulates, depending on concentration of the Contaminant, an N95/CA-N95 Respirator may be used.
 - 3.7 All Workers requiring Fit Testing or when wearing a tight-fitting Respirator MUST be clean shaven where the seal of the Respirator comes in contact with the skin (see Appendix D). Employees who present with facial hair that interferes with the user seal will be advised that they cannot be Fit Tested.
 - 3.8 Employees requesting an exemption from Fit Testing for medical reasons will be required to provide documentation to Occupational and Environmental Safety & Health to support the exemption. Employees requesting an exemption for religious reasons must discuss with their Manager who will discuss with Human Resources.
 - 3.9 Respirator Fit Testing must be done every two (2) years or whenever there is significant change in facial structure or significant weight loss or gain.
 - 3.10 Respiratory protection will be utilized only when other control options to eliminate the hazard are not reasonably practicable (i.e., engineering or administrative controls).
 - 3.11 Safe Work Procedures and training to support the implementation of this policy will be established.
- 4.0 **RESPONSIBILITIES:**
- 4.1 Employer shall:
 - 4.1.1 Act in accordance with the objectives and purposes of the Workplace Safety and Health Act by ensuring, so far as is reasonably practicable, the safety, health and welfare at work of all his Workers, and complying with the Act and regulations.
 - 4.1.2 Ensure that all Workers, and in-charge persons are acquainted with safety or health hazards which may be encountered by the Workers in the course of their service, and that Workers are familiar with the use of all devices or equipment provided for their protection.
 - 4.1.3 Ensure resources are available to support the Fit Testing Policy.
 - 4.2 Facility/Program Executive Team shall:
 - 4.2.1 Assign responsibilities to Workers within the facility/program to ensure the implementation of this Fit Testing Policy and any associated Safe Work Procedures.
 - 4.2.2 Ensure resources (information, training, tools, equipment and time) are available to provide / maintain this Fit Testing Policy and any associated Safe Work Procedures.

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- 4.2.3 Support this Fit Testing Policy and any associated Safe Work Procedures throughout the facility/program.
- 4.3 Directors/Managers/Supervisors shall:
 - 4.3.1 Ensure compliance within their area of responsibility for all aspects of this Fit Testing Policy and any associated Safe Work Procedures.
 - 4.3.2 In consultation with area/department Workers, complete a Risk Assessment (see Appendix A and B), to identify Respiratory Hazards of the work area including those in emergency situations. Contact Occupational and Environmental Safety & Health for assistance if required.
 - 4.3.2.1 Ensure Risk Assessment is completed whenever there is a new procedure or change in procedure that introduces a new chemical, significantly modifies the manner in which a chemical is utilized, or introduces another Respiratory Hazard into the environment.
 - 4.3.2.2 Every three years, conduct a Risk Assessment for every new/existing chemical and Biological hazard entering and used in the department to ensure appropriate respiratory protection is in place.
 - 4.3.3 Ensure SWP's are developed and followed for the tasks requiring the use of Respirators including inspection, maintenance, cleaning and storage (where applicable).
 - 4.3.4 Ensure Workers under their supervision are scheduled for Fit Testing and attend their Fit Test appointments.
 - 4.3.5 Ensure that Fit Testing and training are completed prior to assigning an employee any task that requires the use of a Respirator.
 - 4.3.6 Where a Worker cannot be successfully fit to an available Respirator, implement alternative measures so the Worker is not exposed to the Respiratory Hazard (e.g., alternate work duties).
 - 4.3.7 Have access to Fit Test records of Workers within their area of responsibility of Respirator requirements (e.g., make, model, size) and expiry dates for retesting.
 - 4.3.8 Address any Worker concerns and/or refusals
 - 4.3.8.1 Consult with Occupational and Environmental Safety & Health assistance with Worker accommodation due to medical reasons.
 - 4.3.8.2 Consult with Occupational and Environmental Safety & Health for assistance with Worker accommodation due to religious reasons.

Consult Occupational and Environmental Safety & Health to address concerns/complaints with wearing respiratory protection (e.g., comfort, fit, etc.)
- 4.4 Worker shall:
 - 4.4.1 Attend Respirator Fit Testing appointment to complete a Fit Test and to determine the correct make/model/size.

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- 4.4.2 Be clean shaven where the Respirator comes in contact with the skin on the face whenever Fit Testing is completed and a Respirator is utilized (see Appendix D)
- 4.4.3 Wear provided respiratory protective equipment where potential exposure to Airborne Contaminants exists.
 - 4.4.3.1 Wear only Respirators for which they have been successfully Fit Tested.
- 4.4.4 Ensure proper procedures are followed during use, maintenance and storage of respiratory equipment and in accordance with the instructions and training received
- 4.4.5 Report any concerns with the use of required respiratory protection to the manager/supervisor immediately (e.g. equipment defects/damage, fit, availability, medical and/or religious concerns, expired, etc.).
- 4.5 Occupational and Environmental Safety & Health shall:
 - 4.5.1 Consult with the facility/site/program on all aspects of this Respirator Fit Testing Policy.
 - 4.5.2 Develop, maintain and review the Respirator Fit Testing policy, at minimum every 3 years or more often if circumstances at the Workplace change.
 - 4.5.3 Maintain all Fit Testing records.
 - 4.5.4 Ensures Fit Testing equipment and trained Fit Testers are available to perform quantitative Fit Testing.
 - 4.5.5 Provide quantitative fit-testing and training for Workers on the use, care and maintenance of Respirators.
 - 4.5.6 Notify managers of Workers who are not able to be successfully fit to an available Respirator or where Fit Testing is not possible because of facial hair.
 - 4.5.7 Assist managers/supervisors to address concerns/complaints with wearing respiratory protection (e.g., comfort, fit, etc.)
 - 4.5.8 Refer Worker concerns about their ability to be Fit Tested and/or medical concerns with wearing respiratory protection to their manager and/or Occupational and Environmental Safety & Health (e.g., skin reactions, etc.)

5.0 REFERENCES:

- 5.1 Manitoba Laws - W210 The Workplace Safety and Health Act
<https://web2.gov.mb.ca/laws/statutes/ccsm/w210.php?lang=en>
- 5.2 Consolidated WSH Act and Regulation – Province of Manitoba
https://www.gov.mb.ca/labour/safety/pdf/whs_workplace_safety_act_and_regs.pdf
- 5.3 [Workplace Safety & Health Policy 20.20.030](#)
- 5.4 [Discipline and Discharge Policy 20.60.030](#)

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Provincial Workplace Safety & Health Working Group with representation from

- Executive Sponsor – Provincial Human Resources Leadership Network
- CancerCare Manitoba
- Interlake-Eastern Regional Health Authority
- Northern Health Region
- Prairie Mountain Health
- Provincial Health Labour Relations Services
- Shared Health Manitoba
- Southern Health
- Winnipeg Regional Health Authority

This is a standard provincial policy that can only be changed with the approval of the Provincial Human Resources Leadership Network

Appendix A: Related Documents (if applicable)

[Appendix A: Hazard Assessment and N95/CA-N95 Fit Testing Priority Classification Document \(Biological\)](#)

[Appendix B: Hazard Assessment Checklist \(Non-Biological\)](#)

[Appendix C: Respiratory Protection Selection Guide](#)

[Appendix D: Clean Shaven Requirement N95/CA-N95 Respirators](#)