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# Respiratory Protection Program Administrator Duties

## 1.0 Policy Purpose & Scope

The purpose of this policy is to establish the formal duties, authority, and accountability of the Respiratory Protection Program Administrator (RPP Administrator) within the organization. The RPP Administrator is responsible for the day-to-day management, oversight, and continuous improvement of the company's Respiratory Protection Program (RPP). This policy applies to any individual appointed by the employer to serve as the RPP Administrator, including full-time employees, contractors, or third-party service providers acting in this capacity. The scope covers all workplaces and operations where respiratory hazards are present or where respirators are required or voluntarily used.

## 2.0 Regulatory Context & Compliance

This policy is driven by the following regulatory requirements:

- (a) WorkSafeBC Occupational Health and Safety Regulation (OHSR) Part 8 – Personal Protective Clothing and Equipment, specifically Sections 8.30 to 8.46 which mandate a written respiratory protection program and designate a program administrator;
- (b) CSA Standard Z94.4-18 – Selection, Use, and Care of Respirators, which outlines the duties of the program administrator;
- (c) Workers Compensation Act, Part 3, Division 3, which imposes a general duty on employers to ensure the health and safety of workers; and
- (d) applicable provincial OHS legislation in jurisdictions where the company operates. Compliance with these regulations is mandatory, and failure to designate a qualified RPP Administrator may result in regulatory penalties and increased liability.

## 3.0 Roles & Responsibilities

3.1 Employer/Management: The employer must appoint a competent RPP Administrator in writing, provide the necessary resources (time, budget, training) for the administrator to fulfill their duties, and ensure the administrator has the authority to enforce program requirements. Management must support the administrator in implementing corrective actions and program improvements. 3.2 RPP Administrator: The administrator is responsible for:

- (a) developing, implementing, and maintaining the written RPP;
- (b) conducting or coordinating hazard assessments to identify respiratory hazards;
- (c) selecting appropriate respirators in consultation with the Joint Health and Safety Committee (JHSC) or worker representative;
- (d) establishing and overseeing fit testing protocols;
- (e) ensuring all users receive initial and annual training;
- (f) maintaining records of fit tests, training, and medical evaluations;
- (g) auditing program compliance and effectiveness;

(h) investigating respirator-related incidents or complaints; and

(i) updating the program as regulations or workplace conditions change. 3.3 Supervisors: Supervisors must ensure workers under their supervision comply with the RPP, report any issues to the RPP Administrator, and support workers in proper respirator use and care. 3.4 Workers: Workers must participate in training, fit testing, and medical evaluations as required; use respirators in accordance with training; inspect and maintain their respirators; and report any problems to their supervisor or the RPP Administrator.

## 4.0 Program Execution & Procedures

4.1 Appointment: The employer shall issue a formal letter of appointment to the RPP Administrator, outlining their duties, authority, and reporting structure. The appointment must be reviewed annually and updated if the administrator changes. 4.2 Hazard

**Assessment:** The RPP Administrator shall conduct or coordinate a workplace respiratory hazard assessment at least annually, or whenever processes, materials, or work conditions change. The assessment must identify all airborne contaminants and oxygen-deficient atmospheres. 4.3 Respirator

**Selection:** Based on the hazard assessment, the administrator shall select NIOSH-approved respirators that provide adequate protection. Selection must consider contaminant type, concentration, exposure limits, and worker factors (e.g., facial hair, medical conditions). 4.4 Fit

**Testing:** The administrator shall ensure that all workers required to wear tight-fitting respirators undergo initial and annual fit testing using a quantitative or qualitative method compliant with CSA Z94.4. Records of fit tests must be maintained for the duration of employment plus 2 years. 4.5 Training: The administrator shall develop and deliver training covering:

- (a) why the respirator is necessary;
- (b) limitations and capabilities of the respirator;
- (c) proper donning, doffing, and seal checks;
- (d) inspection, maintenance, and storage; and
- (e) emergency procedures. Training must be documented and refreshed annually. 4.6 Medical

**Evaluation:** The administrator shall coordinate medical evaluations for all respirator users, as required by OHSR Section 8.35. Evaluations must be conducted by a physician or other licensed health care professional and kept confidential. 4.7 Program

**Audits:** The administrator shall conduct an internal audit of the RPP at least annually, reviewing records, observing practices, and interviewing workers. Findings shall be documented and presented to the JHSC and management. 4.8 Incident

**Investigation:** Any respirator failure, near-miss, or overexposure must be investigated by the administrator in collaboration with the JHSC. Corrective actions shall be implemented and tracked.

## 5.0 Review & Recordkeeping

5.1 Recordkeeping: The RPP Administrator shall maintain the following records:

- (a) written RPP document;
- (b) hazard assessment reports;
- (c) respirator selection documentation;
- (d) fit test records (kept for duration of employment plus 2 years);
- (e) training attendance and completion records (kept for 3 years);

(f) medical evaluation records (kept confidential, for duration of employment plus 5 years);

(g) audit reports and corrective action logs; and

(h) incident investigation reports. All records shall be stored in a secure, accessible location (e.g., SafeDesk cloud platform).

5.2 Review: The RPP Administrator shall review this policy and the overall RPP annually, or more frequently if there are changes in regulations, workplace conditions, or incident trends. The review must involve the JHSC and be documented. Updates to the policy require management approval. 5.3 Retention: After a worker leaves employment, fit test records shall be retained for 2 years, medical records for 5 years, and training records for 3 years. The employer shall ensure records are disposed of securely after the retention period.

**Regulatory Disclaimer:** This policy is a generic organizational template. The end-user assumes all liability for reviewing and adapting these protocols to meet specific provincial regulations (e.g., WorkSafeBC, OHSA) and corporate requirements prior to formal implementation.