

## **POLICY**

E & B Oilfield Services, Inc. has implemented this policy to ensure that no employee is exposed to airborne hazards in the workplace exceeding Permissible Exposure Limits (PEL), or oxygen deficient atmospheres. E & B Oilfield Services, Inc. will provide respirators which are applicable and suitable for the purpose intended when such equipment is necessary to protect the health of our employees. Specifically when workers may be exposed to harmful vapors and oxygen deficient atmospheres. This Respiratory Protection Program provides training, medical evaluations, and respirators at no cost to our employees.

Danny Abegglen is the supervisor responsible for ensuring the following training, administrative controls, engineering controls, and safe work practices are enforced:

Danny Abegglen is responsible for administrating the Respiratory Protection Program its recordkeeping and periodic evaluation. The evaluation will be based on results of the air quality monitoring program, medical evaluations, changing work environment, equipment changes, work requirements, and employee responses. Respiratory equipment will be National Institute of Occupational Safety and Health (NIOSH) certified only, and selection will be made by Danny Abegglen, based on identified and potential hazards, estimated exposures, and contamination information.

In any workplace where respirators are necessary to protect the health of our employees, E & B Oilfield Services, Inc. has established and implemented this written Respiratory Protection Program with worksite-specific procedures. This program will be updated as necessary to reflect any changes in workplace conditions that affect respirator use.

The Respiratory Protection Program includes the following elements:

- Procedures for selecting respirators for use in the workplace
- Medical evaluations of employees required to use respirators
- Fit testing procedures for tight-fitting respirators
- Procedures for proper use of respirators in routine and reasonably foreseeable emergency situations
- Procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding, and otherwise maintaining respirators
- Procedures to ensure adequate air quality, quantity, and flow of breathing air for atmosphere-supplying respirators
- Training of employees in the respiratory hazards to which they are potentially exposed during routine and emergency situations
- Training of employees in the proper use of respirators, including putting on and removing them, any limitations on their use, and their maintenance
- Procedures for regularly evaluating the effectiveness of the program

## **TRAINING**

Danny Abegglen will ensure that effective training is initially provided to all employees who are required to use respirators. The training will be comprehensive, conducted in a manner that is understandable to our employees, and recur annually or more often if necessary. Before being allowed or required to wear breathing protection, each of our employees will be able to demonstrate knowledge of at least the following:

- Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator
- What the limitations and capabilities of the respirator are
- How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions
- How to inspect, put on and remove, use, and check the seals of the respirator
- Procedures for cleaning, maintenance, and storage of respirators
- How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators
- The general requirements of §1910.134 – Respiratory Protection

Retraining will be administered annually or when the following situations occur:

- Changes in the workplace or the type of respirator render previous training obsolete
- Inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill
- Any other situation arises in which retraining appears necessary to ensure safe respirator use

E & B Oilfield Services, Inc. allows employees to wear respirators on a voluntary basis when not required by OSHA. When a filtering face piece respirator is all that is used, the employee must be provided a copy of Appendix D. A filtering facepiece respirator is defined in 29 CFR 1910.134(b) as “a negative pressure particulate respirator with a filter as an integral part of the facepiece or with the entire facepiece composed of the filtering medium. For all other voluntary users, the respiratory protection program that covers medical fitness and proper maintenance procedures will be implemented.

## **EVALUATION AND MONITORING**

Workplace evaluations will be conducted as necessary to ensure that the provisions of the current Respiratory Protection Program are being effectively carried out and that it continues to be effective.

Employees required to use respirators will be regularly consulted to assess their views on program effectiveness and to identify any problems. Any problems that are identified during this assessment will be corrected. Factors to be assessed include, but are not limited to:

- Respirator fit, including the ability to use the respirator without interfering with effective workplace performance
- Appropriate respirator selection for the hazards to which the employee is exposed
- Proper respirator use under the workplace conditions the employee encounters
- Proper respirator maintenance

Danny Abegglen will ensure that all filters, cartridges and canisters used in the workplace are labeled and color coded with the NIOSH approval label and that the label remains legible and is not removed.

Proper respiratory equipment, replacement elements, and any parts or equipment necessary for the proper functioning of the respiratory equipment will be available to employees at no cost.

**RESPIRATOR SELECTION, CARE AND MAINTENANCE**

All respiratory protection equipment will be maintained, cleaned, stored, and serviced per manufacturer’s recommendations. Job foremen will supervise and ensure proper methods are used.

Respirator selection will be based on the hazards that the worker is exposed. Only NIOSH-certified respirators will be provided. Hazard evaluation is based on the estimate of exposures, type of contaminant, physical form, and chemical state. For no exposure estimate or data, the exposures will be addressed as immediately Dangerous to Life and Health (IDLH) and NIOSH-approved respirators for full-faced, pressure demand 30 minute SCBA, or SAR with auxiliary air supply will be provided. Respirator brands and models will be listed below.

<b>Respirator Models and Brand used by this Company</b>		
<b>Brand</b>	<b>Model</b>	<b>I.D. Number</b>

E & B Oilfield Services, Inc. will provide each respirator user with a respirator that is clean, sanitary, and in good working order. Danny Abegglen will ensure that respirators are cleaned and disinfected using the procedures in Appendix B-2 of §1910.134, or procedures recommended by the respirator manufacturer, provided that such procedures are of equivalent effectiveness. The respirators will be cleaned and disinfected at the following intervals:

- Respirators issued for the exclusive use of an employee will be cleaned and disinfected as often as necessary to be maintained in a sanitary condition
- Respirators issued to more than one employee will be cleaned and disinfected before being worn by different individuals
- Respirators maintained for emergency use will be cleaned and disinfected after each use
- Respirators used in fit testing and training will be cleaned and disinfected after each use

Danny Abegglen will ensure that respirators are stored as follows:

- All respirators will be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals, and they will be packed or stored to prevent deformation of the facepiece and exhalation valve
- In addition to the above requirements, emergency respirators will be: kept accessible to the work area and stored in compartments or covers that are clearly marked as emergency respirators

Stored in accordance with any applicable manufacturer instructions.

Danny Abegglen will ensure respirators are inspected as follows:

- All respirators used in routine situations will be inspected before each use and during cleaning
- All respirators maintained for use in emergency situations will be inspected at least monthly and in accordance with the manufacturer's recommendations, and will be checked for proper function before and after each use
- Emergency escape-only respirators will be inspected before being carried into the workplace for use

Danny Abegglen will ensure respirator inspections include the following:

- A check of respirator function, tightness of connections, and the condition of the various parts including, but not limited to, the facepiece, head straps, valves, connecting tube, and cartridges, canisters or filters
- A check of elastomeric parts for pliability and signs of deterioration

In addition to the requirements above, self-contained breathing apparatus will be inspected monthly. Air and oxygen cylinders will be maintained in a fully charged state and will be recharged when the pressure falls to 90% of the manufacturer's recommended pressure level. Danny Abegglen will determine that the regulator and warning devices function properly.

For respirators maintained for emergency use, Danny Abegglen will:

- Certify the respirator by documenting the date the inspection was performed, the name (or signature) of the person who made the inspection, the findings, required remedial action, and a serial number or other means of identifying the inspected respirator
- Provide this information on a tag or label that is attached to the storage compartment for the respirator, is kept with the respirator, or is included in inspection reports stored as paper or electronic files. This information will be maintained until replaced following a subsequent certification

Danny Abegglen will ensure that respirators that fail an inspection, or are otherwise found to be defective, are removed from service and are discarded, repaired, or adjusted in accordance with the following procedures:

- Repairs or adjustments to respirators will be made only by persons appropriately trained to perform such operations and will use only the respirator manufacturer's NIOSH-approved parts designed for the respirator
- Repairs will be made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed
- Reducing and admission valves, regulators, and alarms will be adjusted or repaired only by the manufacturer or a technician trained by the manufacturer

### **MEDICAL EVALUATION AND FIT TESTING**

A medical examination for employees required to use respiratory equipment is required before use of the equipment, and will be provided at no cost to the employee. The medical questionnaire provided in Appendix C is mandatory for employees required to use respiratory protection.

E & B Oilfield Services, Inc. will provide a medical evaluation to determine the employee's ability to use a respirator, before the employee is fit tested or required to use the respirator in the workplace. E & B Oilfield Services, Inc. may discontinue an employee's medical evaluations when the employee is no longer required to use a respirator.

Periodic monitoring of the air quality in work areas will be performed to determine if, or where respiratory equipment will be required.

Danny Abegglen will maintain appropriate surveillance, and ensure employees leave the area to wash, change cartridges, or if they detect break-through or resistance.

#### **Medical evaluation procedures will include:**

E & B Oilfield Services, Inc. will identify a physician or other licensed health care professional (PLHCP) to perform medical evaluations using a medical questionnaire or an initial medical examination that obtains the same information as the medical questionnaire.

The medical evaluation will obtain the information requested by the questionnaire in Sections 1 and 2, Part A of Appendix C of §1910.134.

#### **Follow-up medical examination**

E & B Oilfield Services, Inc. will ensure that a follow-up medical examination is provided for an employee who gives a positive response to any question among questions 1 through 8 in Section 2, Part A of Appendix C or whose initial medical examination demonstrates the need for a follow-up medical examination

The follow-up medical examination will include any medical tests, consultations, or diagnostic procedures that the PLHCP deems necessary to make a final determination.

Administration of the medical questionnaire and examinations will include:

- The medical questionnaire and examinations will be administered confidentially during the employee's normal working hours or at a time and place convenient to the employee. The medical questionnaire will be administered in a manner that ensures that the employee understands its content
- E & B Oilfield Services, Inc. will provide the employee with an opportunity to discuss the questionnaire and examination results with the PLHCP

The following supplemental information will be provided to the PLHCP before the PLHCP makes a recommendation concerning an employee's ability to use a respirator:

- The type and weight of the respirator to be used by the employee
- The duration and frequency of respirator use (including use for rescue and escape)
- The expected physical work effort
- Additional protective clothing and equipment to be worn
- Temperature and humidity extremes that may be encountered

E & B Oilfield Services, Inc. will provide the PLHCP with a copy of the written respiratory protection program and a copy of §1910.134.

### **Fit Testing**

Fit testing of the equipment to individual employees will follow OSHA guidelines listed in §1910.134 (f)(1-8) and is required before use of the equipment.

E & B Oilfield Services, Inc. will ensure employees pass OSHA-accepted qualitative fit test (QLFT) or quantitative fit test (QNFT) of tight-fitting facepieces before initial use, if a different respirator is used, and annually. SARs are required to be fit tested as well. (Refer to the Appendices).

Facial hair, glasses, etc. which might affect the seal of the respirator facepiece are prohibited, and seal will be checked each time equipment is donned.

If employees are required to work in Immediately Dangerous to Life or Health (IDLH) atmospheres, the following procedures and controls will be in place:

- At least one employee is located outside the IDLH atmosphere
- Visual, voice, or signal line communication is maintained between the employee(s) in the IDLH atmosphere and the employee(s) located outside the IDLH atmosphere
- The employee(s) located outside the IDLH atmosphere are trained and equipped to provide effective emergency rescue
- Danny Abegglen is notified before personnel enter the IDLH atmosphere, or before employee(s) located outside the IDLH atmosphere enter the IDLH atmosphere to provide emergency rescue
- Employee(s) located outside the IDLH atmospheres will be equipped with:
  - Pressure demand or other positive pressure SCBA
  - Appropriate retrieval equipment for removing the employee(s) who enter(s) these hazardous atmospheres

SAR and SCBA equipment will only be filled by certified refilling facilities using grade D or better air. Oxygen will not be used in compressed air units and all cylinders will meet DOT requirements. Compressor will be located in a "clean" atmosphere, with in-line purification, and tagged to indicate date of change-out. A carbon monoxide monitor will be in place and set to alarm at 10 PPM or monitored frequently. All line fittings will be incompatible for non-respirable gases and containers.

Where possible, ventilation will be required for all enclosed work areas to ensure that airborne hazards do not exceed permissible limits. The least hazardous or toxic materials which will allow the job required to be accomplished will be used in the performance of work.

E & B Oilfield Services, Inc. will maintain written records and information regarding medical evaluations, fit testing, and the Respiratory Protection Program. These records will promote employee involvement in the respirator program, assist in auditing the adequacy of the program, and provide a record for OSHA compliance. Records will be retained at the main office and be made available upon request to affected employees and to OSHA. Written records include the following:

- Required medical evaluations will be retained and made available in accordance with §1910.1020
- Qualitative and quantitative fit tests administered to an employee including: the name or identification of the employee tested; type of fit test performed; specific make, model, style, and size of respirator tested; date of test.
- The pass/fail results for qualitative fit tests or the fit factor and strip chart recording or other recording of the test results for quantitative fit tests
- Fit test records will be retained for respirator users until the next fit test is administered





**RESPIRATORY PROTECTION PROGRAM**

**EMPLOYEE ACKNOWLEDGMENT**

By my signature below, I acknowledge that I have received instruction and have read the E & B Oilfield Services, Inc. Respiratory Protection Program. I have been given the opportunity to ask questions and have received answers, instruction, and clarification to my questions. I understand the contents of and agree to follow E & B Oilfield Services, Inc. company policy regarding this Respiratory Protection Program.

Respiratory Protection Program received on (Date)			
Employee Name (Print)			
Employee Signature		Date	
Employee Social Security Number (Print)			
Trainer Name (Print)			
Trainer Signature		Date	

cc: Employee file



**INFORMATION FOR EMPLOYEES USING RESPIRATORS**

When Not Required Under 29 CFR 1910.134		
To the employer: The statement below must be read by all employees using respirators not required under the Respiratory Protection Standard		
To the employee: Can you read? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Your employer is required to have you read the statement below if you are using respirators not required under the Respiratory Protection Regulation. Ensure you keep a copy of this form for your personal records.		
EMPLOYEE INFORMATION		
Employee Name:	Work Location:	
Facility:	ID/Clock Number:	
Job Title:	Dept./Phone:	
<b>CERTIFICATION:</b> I certify that I have read and understand the below Respiratory Protection Statement as required by the Occupational Safety and Health Administration (OSHA).		
Employee Signature:		Date:
OSHA RESPIRATORY PROTECTION STATEMENT		
<p><b>To The Respirator User:</b></p> <p>Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.</p> <p><b>You Should Do The Following:</b></p> <ol style="list-style-type: none"> <li>1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.</li> <li>2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.</li> <li>3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.</li> </ol> <p>Keep track of your respirator so that you do not mistakenly use someone else's respirator.</p>		
FORM RETENTION INFORMATION		ATTACHMENTS
Retention File:	Location:	*Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Filed:	Filed By:	*See Following Pages <input type="checkbox"/>



## Respirator Cleaning Record

OWNER INFORMATION	
Owner's Name (if individually issued):	
Company Name:	Department:
Employee ID # (if applicable):	Work Phone:
RESPIRATOR INFORMATION	
Type of Respirator:	
Manufacturer:	Model #:
Size #:	Respirator ID #:
Date of Inspection:	Time:
CLEANING REQUIREMENTS FOR TIGHT FITTING RESPIRATORS	
Estimated Frequency (Check all that apply): <input type="checkbox"/> Hourly <input type="checkbox"/> Twice each Shift <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Before Use <input type="checkbox"/> After Use	
COMPONENT	CLEANING REQUIREMENTS
Cartridge Holder:	
Cartridge Threads/Fittings:	
Cartridge/Canister:	
Cartridge Filter:	
Connections:	
Elastomeric Parts Deteriorating?:	
Elastomeric Parts Pliable?:	
Exhalation Valve Assembly:	
Facepiece:	
Gaskets:	
Harness Assembly:	
Headbands:	
Hose Assembly:	
Inhalation Valve:	
Nose Cup Valves:	
Speaking Diaphragm:	
<b>Respirator Cleaning Procedures (Mandatory)</b> These procedures are provided for employee use when cleaning respirators. They are general in nature, and the employee as an alternative may use the cleaning recommendations provided by the manufacturer of the respirators, provided such procedures are as effective as those listed in 29 CFR 1910.134 Appendix B-2. Equivalent effectiveness simply means that the procedures used must accomplish the objectives set forth below.	
<b>Procedures for Cleaning Respirators:</b> A. Remove filters, cartridges, or canisters. Disassemble facepieces by removing speaking diaphragms, demand and pressure - demand valve assemblies, hoses, or any components recommended by the manufacturer. Discard or repair any defective parts. B. Wash components in warm (110 deg. F maximum) water with a mild detergent or with a cleaner recommended by the manufacturer. A stiff bristle (not wire) brush may be used to facilitate the removal of dirt. C. Rinse components thoroughly in clean, warm (110 deg. F maximum), preferably running water. Drain. D. When the cleaner used does not contain a disinfecting agent, respirator components should be immersed for two minutes in one of the following: 1. Hypochlorite solution (50 ppm of chlorine) made by adding approximately one milliliter of laundry bleach to one liter of water at 110 deg. F. 2. Aqueous solution of iodine (50 ppm iodine) made by adding approximately 0.8 milliliters of tincture of iodine (6-8 grams ammonium and/or potassium iodide/100 cc of 45% alcohol) to one liter of water at 110 deg. F. 3. Other commercially available cleansers of equivalent disinfectant quality when used as directed, if their use is recommended or approved by the respirator manufacturer. E. Rinse components thoroughly in clean, warm (110 deg. F maximum), preferably running water. Drain. The importance of thorough rinsing cannot be overemphasized. Detergents or disinfectants that dry on facepieces may result in dermatitis. In addition, some disinfectants may cause deterioration of rubber or corrosion of metal parts if not completely removed. F. Components should be hand-dried with a clean lint-free cloth or air-dried. G. Reassemble facepiece, replacing filters, cartridges, and canisters where necessary. H. Test the respirator to ensure that all components work properly.	
Inspector's Name:	Title:
Signature:	Date:
FORM RETENTION INFORMATION	ATTACHMENTS
Retention File: Location:	*Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Filed: Filed By:	*See Following Pages <input type="checkbox"/>



## Respirator Inspection Record

OWNER INFORMATION		
Owner's Name (if individually issued):		
Company Name:	Department:	
Employee ID # (if applicable):	Work Phone:	
RESPIRATOR INFORMATION		
Type of Respirator:		
Manufacturer:	Model #:	
Size #:	Respirator ID #:	
Date of Inspection:	Time:	
INSPECTION CRITERIA		
Estimated Frequency (Check all that apply):		
<input type="checkbox"/> Hourly <input type="checkbox"/> Twice each Shift <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Before Use <input type="checkbox"/> After Use		
This inspection is being conducted <b>PRIOR</b> to use.		Initials:
This inspection is being conducted <b>AFTER</b> use.		Initials:
COMPONENT:	DEFECTS FOUND:	CORRECTIVE ACTION TAKEN:
Cartridge Holder:		
Cartridge Threads/Fittings:		
Cartridge/Canister:		
Cartridge Filter:		
Connections:		
Elastomeric Parts Deteriorating?:		
Elastomeric Parts Pliable?:		
Exhalation Valve Assembly:		
Facepiece:		
Gaskets:		
Harness Assembly:		
Headbands:		
Hose Assembly:		
Inhalation Valve:		
Nose Cup Valves:		
Speaking Diaphragm:		
Other:		
<b>Comments:</b>		
Inspector's Name:	Title:	
Signature:	Date:	
FORM RETENTION INFORMATION		ATTACHMENTS
Retention File: Location:		*Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Filed: Filed By:		*See Following Pages <input type="checkbox"/>





**TRAINING RECORD**

<b>Trainer:</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Content of Training:</b>	
<b>Attendees</b>	
<b>Print Name:</b>	<b>Signature:</b>

