POLICY

Hawk Energy, LLC has implemented this policy to ensure that no employee is exposed to airborne hazards in the workplace exceeding permissible exposure limits (PEL), and oxygen-deficient atmospheres. Hawk Energy, LLC 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 in situations where employees 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.

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

David Slim is responsible for administering 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 as designated by Company Officials, based on identified hazards, exposure estimates and contamination data.

In any workplace where respirators are necessary to protect the health of our employees, Hawk Energy, LLC 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 workplace use.
- Medical evaluations of employees required to use respirators.
- Fit testing procedures for tight-fitting respirators.
- Procedures for proper use of respirators in routine situations and for 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 on respiratory hazards in both routine and emergency situations.
- Training employees in the proper use of respirators, including putting on and removing them, any limitations on their use and maintenance procedures.
- Procedures for regularly evaluating the effectiveness of the program.

TRAINING

David Slim will ensure that all employees required to use respirators receive effective initial training. 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:

- Understanding why the respirator is necessary and how improper fit, usage or maintenance can compromise the protective effect of the respirator.
- Knowing the limitations and capabilities of the respirator are.
- Learning how to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions.
- Mastering how to inspect, put on and remove, use and check the seals of the respirator.
- Following procedures for cleaning, maintenance and storage of respirators.
- Recognizing medical signs and symptoms that may limit or prevent the effective use of respirators.
- Comprehending 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.

Hawk Energy, LLC 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 will 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 effective implementation of the current Respiratory Protection Program and its continued effectiveness.

Employees who are required to use respirators will be regularly consulted to assess their views on program’s effectiveness and to identify any issues. 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.

David Slim 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 employee 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.

Respirator Models and Brand used by this Company		
Brand	**Model**	**I.D. Number**

Hawk Energy, LLC will provide each respirator user with a respirator that is clean, sanitary and in good working order. David Slim 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.

David Slim 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.

David Slim 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.

David Slim 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. David Slim will determine that the regulator and warning devices function properly.

For respirators maintained for emergency use, David Slim 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.

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

Hawk Energy, LLC will conduct a medical evaluation to determine the employee's ability to use a respirator before they are fit tested or required to use the respirator in the workplace. Hawk Energy, LLC may discontinue medical evaluations for employees 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.

David Slim will maintain appropriate surveillance and ensure employees leave the area to wash, change cartridges or respond to break-through or resistance detection.

Medical Evaluation Procedures Will Include:

Hawk Energy, LLC 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

Hawk Energy, LLC 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, either during the employee's normal working hours or at a time and place convenient to the employee. The questionnaire will be administered in a manner that ensures employee understanding.
- Hawk Energy, LLC will provide employees with the opportunity to discuss the questionnaire and examination results with the Physician or other Licensed Health Care Professional (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.

Hawk Energy, LLC 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.

Hawk Energy, LLC 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.
- David Slim 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 with non-respirable gases and containers.

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

Hawk Energy, LLC 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 kept at the main office and made available upon request to affected employees and OSHA. Written records include the following:

- Required medical evaluations, 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, retained until the next fit test is administered.

COMMITMENT TO EMPLOYEE PROTECTION

Hawk Energy, LLC will protect company employees from airborne contaminants in concentrations above the PEL. This will be accomplished as far as is feasible by accepted engineering control measures (e.g., enclosure or confinement of the operation, general and local ventilation and substitution of less-toxic materials). However, when effective engineering controls are *not* feasible or while they are being instituted, appropriate respirators will be used. Hawk Energy, LLC will provide a respirator to each affected employee when such equipment is necessary to protect the health of such employee – and the respirator provided will be applicable and suitable for the purpose intended.

Respiratory Protection Program

Employee Acknowledgment

By my signature below, I acknowledge that I have received instruction and have read the Hawk Energy, LLC Respiratory Protection Program. I have been given the opportunity to ask questions and have received answers, instructions and clarification to my questions. I understand the contents of and agree to follow Hawk Energy, LLC company policy regarding this Respiratory Protection Program.

Respiratory Protection Program received on: _____

_____ _____

Employee Date

_____ _____-____-_____

Signature Social Security #

_____

Trainer

_____ _____

Signature Date

cc: Employee file

Information for Employees Using Respirators

When Not Required Under 29 CFR 191.134		
To the Company: The statement below will be read by all employees using respirators not required under the Respiratory Protection Standard		
To the employee: Can you read? ☐ Yes ☐ No		
Your Company 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:	Job Title:	
Facility:	Work Location:	
Job Title:	Department:	ID/Clock Number:
Certification: 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

To the respirator user:

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 employees. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the employee. Sometimes, employees 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 Company provides respirators for your voluntary use, of if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You will do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care and warnings regarding the respirator's limitations.
2. Choose respirators certified for use to protect against the contaminant of concern NIOSH of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification will appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants 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 small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Form Retention Information		Attachments	
Filed by:		☐ *Yes	☐ No
Location:	Date Filed:	*See following pages	

Respirator Cleaning Record

Owner Information		
Name (if individually issued):		Employee ID:
Company:	Department:	Work Phone:

Respirator Information			
Manufacturer:		Model #:	
Size:	Respirator ID #:	Date of Inspection:	Time of Inspection:

Cleaning Requirements for Tight Fitting Respirators

Estimated Frequency (check all that apply)

☐ Hourly ☐ Twice Each Shift ☐ Daily ☐ Weekly ☐ Monthly ☐ Before Use ☐ 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:	

Respirator Cleaning Procedures (Mandatory)

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 will accomplish the objectives set forth below.

Procedures for Cleaning Respirators:

1. 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.

2. Wash components in warm (110 °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.

3. Rinse components thoroughly in clean, warm (110 °F maximum), preferably running water. Then drain.

4. When the cleaner used does not contain a disinfecting agent, respirator components will be immersed for two (2) minutes in one of the following:
   - Hypochlorite solution (50 ppm of chlorine) made by mixing one milliliter of laundry bleach to one (1) L of water at 110 °F aqueous solution of iodine (50 ppm iodine) made by adding 0.8 mL of tincture of iodine (6-8 grams ammonium and/or potassium iodide/100 cc of 45% alcohol) to one (1) L of water at 110 °F.
   - Other commercially available cleansers of equivalent disinfectant quality when used as directed, if their use is recommended or approved by the respirator manufacturer.

5. Rinse components thoroughly in clean, warm (110 °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.

6. Components will be hand-dried with a clean lint-free cloth or air-dried.

7. Reassemble facepiece, replacing filters, cartridges and canisters where necessary.

8. Test the respirator to ensure that all components work properly.

Inspector's name:	Title:	Date:
Signature:		

Form Retention Information		Attachments	
Filed by:		☐ *Yes	☐ No
Location:	Date Filed:	*See following pages	

TRAINING RECORD

Trainer:	
Signature:	
Date:	
Content of Training	
Attendees	
Print Name:	**Signature:**