



UNIVERSITY OF WYOMING

Procedure for Enrolling in the UW Respiratory Protection Program (First Time Respirator User)

Step 1: Hazard Assessment (to determine need for and respirator type)

Access the UW Safety Office Occupational Health and Safety website at: <http://www.uwyo.edu/safety/occupational/respiratory-protection.html>.

Under the "Forms" heading, select "Respiratory Protection Hazard Assessment (Appendix B)". Complete the assessment form either online or print the form and complete manually. Please be sure your Supervisor signs the form. Email the completed form to Grand Avenue Urgent Care at: occmcd@grandaveurgentcare.com. The form may also be faxed to Grand Avenue Urgent Care to Suzie Smith's attention at: 307-460-9880.

Grand Avenue Urgent Care will review the completed hazard assessment form and may provide comments or may request additional information.

Step 2: Respiratory Protection Program Training (to ensure you understand respiratory protection equipment use and limitations)

Once Grand Avenue Urgent Care receives and reviews your hazard assessment, an email invitation will be sent containing the training link. The training must be completed before the respirator fit test exercise can be completed. For questions regarding this training or accessing this training, please contact the UW Safety Office at 766-3203.

Step 3: Medical Evaluation (to determine medical fitness to utilize respiratory protection) and Fit Testing

Access the UW Safety Office Occupational Health and Safety website at: <http://www.uwyo.edu/safety/occupational/respiratory-protection.html>.

Under the "Forms" heading, select "OSHA Respiratory Protection Medical Evaluation Questionnaire (Appendix F)". Complete the questionnaire and provide a copy to the physician or other licensed health care professional (PLHCP) at your scheduled medical evaluation and fit testing appointment. **Note:** Do not send this completed form to the UW Safety Office as this form contains confidential medical information! Grand Avenue Urgent Care will contact you to schedule the medical evaluation and fit testing appointment.

During the fit testing portion of the appointment, the appropriate respiratory protection equipment will be assigned to you. Please allow approximately 30 to 45 minutes for the fit test. After a successful fit test, you will receive a fit test wallet card indicating the successful fit test. A copy of the fit test record will be provided to you and a copy to your Supervisor.