

## PowerPoint Training Program Respirators



For employees who use respirators on  
the job

### Instructor's Guide

#### **Purpose of This Training Module**

You may use this slide presentation to comply with the training requirements of the DOSH Rule requirements for respirators - WAC 296-842. You can read the training requirements in the rule at the end of this guide.

This training kit contains 3 modules which address the 3 main categories of respirators – dust masks, cartridge respirators and supplied air respirators. Depending on the type of respirators your employees use, you may use one, two or all three of the modules. The topics covered in these modules are those required in the rule. However, you may use different materials that cover these topics if you believe that they will be more effective.

#### **Getting Ready**

##### **1. Resources and Materials you will need:**

- A quiet room with basic accommodations for comfort of participants
- A copy of the presentation (computer slide show, overheads, or handouts)
- Overhead projector or computer and projector for Powerpoint presentation
- Copies of the handouts (optional)
- Respirators used at your worksite (recommended)
- Certificates to hand out to the class as proof of attendance (optional)
- A training roster to pass around for your records (recommended)

##### **2. Review the presentation materials.**

Take the time to look through each of the slides and read the instructor's notes that come with each slide. If you have any questions after looking through these materials, you can contact your local L&I office (see page 3) for assistance before you give your first presentation.

##### **3. Customizing the presentation.**

- The information contained in this module applies to all workplaces. However, you are also required to include information about conditions that exist at your workplace. In Module 1, Slides # 4, 5, 6 & 17 provide a place to include that



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information. In Module 2, slides # 5, 6, 7, 12 & 26 provide a place for that information. In Module 3, slides # 5, 8 & 28 provide a place for that information. **Just using the training module without the workplace-specific information will not satisfy all training requirements.**

- If you have PowerPoint on your computer, additional information is easily added to the PowerPoint version after downloading. The PowerPoint version can be modified, but modification that changes the essential meaning or deletes information may not meet the training requirements.
- If you use the PDF version, the slides cannot be changed, but you can provide the workplace specific information orally, on overhead transparencies or as paper handouts.

#### 4. Prepare the materials and schedule the class

- If you have a computer video projection system, all you need to do is check to make sure the presentation works and make copies of the handouts.
- If you plan to use an overhead projector, print the slides out on transparencies. The PDF version will print quicker and use less printer memory. The slides will be clearer if they are printed in color. If you don't have a color printer, your local print or copy store can print out color transparencies for you.
- Schedule the class for a date and time convenient to most people. If you want many employees and supervisors to participate, try not to make groups larger than 15 attendees.

#### Presenting the Training

##### **Give the presentation**

You can use your own words rather than just reading from the script. You can also make three-slide-per-page handouts of the training.

##### **Ask for participation**

It also helps to involve the audience as much as possible by asking them questions and getting them to talk about their own jobs, use of respirators, and any suggestions they may have on respirators.

##### **Questions and answers**

Answer any questions the best that you can. Even if you don't have the technical knowledge to answer a lot of questions on respirators, you can still answer the important questions about the way that your company is addressing employee exposure to airborne chemicals or dusts, mists or fumes. If any questions are asked about



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respirators or hazardous chemicals that you need help answering, you can contact your local L&I office listed on the following page.

### Follow-up

Within a week or two of giving the training, you might want to take a few minutes to talk to some of the employees and supervisors to make sure they understood what was presented and how it applies to them.

### Getting help

If you have questions while preparing to give this presentation, or if questions come up during the presentation that you need help in answering, contact your local L&I office listed below for assistance:

City	Telephone #	E-mail address
Everett	425-290-1431	<a href="mailto:dres235@lni.wa.gov">dres235@lni.wa.gov</a>
Seattle	206-515-2837	<a href="mailto:coda235@lni.wa.gov">coda235@lni.wa.gov</a>
Spokane	509-324-2543	<a href="mailto:yakm235@lni.wa.gov">yakm235@lni.wa.gov</a>
Tacoma	253-596-3917	<a href="mailto:sahb235@lni.wa.gov">sahb235@lni.wa.gov</a>
Kelso	360-575-6951	<a href="mailto:lawo235@lni.wa.gov">lawo235@lni.wa.gov</a>
Wenatchee	509-886-6500	<a href="mailto:mcfj235@lni.wa.gov">mcfj235@lni.wa.gov</a>

**WAC 296-842-16005**

### Provide effective training

(1) Train employees, based on their duties, if they do any of the following:

- (a) Use respirators
- (b) Supervise respirator users
- (c) Issue, repair, or adjust

respirators

(2) Present effective training in a way that employees understand.



**Note:** Training may be provided using audiovisuals, slide presentations, formal classroom instruction, informal discussions during safety meetings, training programs conducted by outside sources, or a combination of these methods.

You may want to have instructors available when using video



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or automated training methods to:

- Encourage and provide responses to questions for the benefit of employees
- Evaluate employees' understanding of the material
- Provide other instructional interaction to employees.

(3) Make sure a qualified instructor provides training.

(4) Provide training, at no cost to the employee, at these times:

- (a) Initially, before worksite respirator use begins
- (b) Periodically, within 12 months of the previous training
- (c) Additionally, when the following occur:

- The employee hasn't retained knowledge or skills

**or**

- Changes in the worksite, or type of respirator make previous training incomplete or obsolete.



#### Note:

- You may accept an employee's previous training, such as training provided by another employer, to satisfy the initial training requirement if:
    - You can demonstrate the employee received training within the past 12 months
- and**
- The employee can demonstrate the knowledge and skills to use required respirators effectively.
  - If you accept an employee's previous training to satisfy the initial training requirement, you are still responsible for providing periodic, and additional training when needed. Periodic training would need to be provided within 12 months of the employee's previous training.



(5) Make sure employees can demonstrate the following knowledge and skills as required by their duties:

(a) Why the respirator is necessary.

Include, for example, information identifying respiratory hazards such as hazardous chemicals, the extent of the employee's exposure, and potential health effects and symptoms.

(b) The respirator's capabilities and limitations. Include, for example, how the respirator provides protection and why air-purifying respirators can't be used in oxygen-deficient conditions.

(c) How improper fit, use, or maintenance can compromise the respirator's effectiveness and reliability.

(d) How to properly inspect, put on, seal check, use, and remove the respirator.

(e) How to clean, disinfect, repair, and store the respirator, or how to get this done by someone else.

(f) How to use the respirator effectively in emergency situations; including what to do when a respirator fails and where emergency respirators are stored.

(g) Medical signs and symptoms that may limit or prevent the effective use of respirators such as shortness of breath or dizziness

(h) The employer's general obligations under this chapter. For example, developing a written program, selecting appropriate respirators, and providing medical evaluations.