

Antelope Valley Community College District

Respiratory Protection Program

Document field	Information
District	Antelope Valley Community College District
Covered worksites	Lancaster Campus; Palmdale Center; Fox Field Site; covered off-site work
Executive authority	Jennifer Zellet, Ph.D., Superintendent/President
Program Administrator	Christian Hootman, Interim Director, Benefits and Risk Management
Program owner	Office of People, Culture & Talent - Risk Management
Regulatory authority	8 CCR §5144; 8 CCR §3203
Scope	Employees whose work is determined to require respiratory protection; voluntary respirator users as specified
Status	Signed Final

Document Control and Approval

Version	Date	Owner	Approval
20260726.1	Jul 26, 2026	PCT - Risk Management	Signed

This program becomes effective upon approval by the Superintendent/President and will be reviewed at least annually and when regulations, operations, hazards, or responsibilities materially change.

Approver	Signature / Date
Jennifer Zellet, Ph.D., Superintendent/President	Signature: 
Effective upon approval	Date: Jul 26, 2026

1. Purpose and Policy

AVCCD will prevent occupational inhalation exposures through elimination, substitution, engineering controls, and work practices whenever feasible. Respirators are used only when required controls cannot fully protect employees, during implementation of controls, or for approved emergency or voluntary use.

No employee may perform respirator-required work until the task, hazard, employee, and respirator have been evaluated and the required medical clearance, fit testing, training, and authorization are documented.

2. Exposure Evaluation and Roster

- Facilities identifies respirator-related work and requests evaluation by Risk Management before work begins.
- The evaluation documents the employee, job title, department, task, contaminant, exposure information, work conditions, required protection factor, cartridge or filter, and respirator limitations.
- Risk Management maintains a Respirator Authorization Roster separately from this program. Medical details are not placed on the roster.
- If requirements cannot be completed before work, the work is postponed or assigned to a qualified contractor operating under a compliant program.

Roles and Responsibilities

Role	Responsibility
Risk Management	Administer the program; arrange hazard evaluation, medical evaluation, fit testing, training, records, and annual review.
Facilities	Identify tasks and employees; implement engineering controls; provide approved equipment; inspect field compliance.
Supervisors	Prevent unauthorized use; verify clearance and fit-test status before assignment; enforce limitations.
Employees	Use, inspect, clean, store, and report problems with respirators as trained; remain clean-shaven where the seal contacts the face.
Contractors	Maintain their own compliant program and coordinate hazards and work boundaries with AVCCD.

3. Selection and Use

- Only NIOSH-approved respirators selected for the contaminant, concentration, work effort, environment, duration, and emergency conditions may be used.
- Atmospheres that are oxygen deficient, immediately dangerous to life or health, or insufficiently characterized may not be entered by AVCCD employees under this program.
- Cartridge change schedules must be documented; odor, taste, or irritation is not an acceptable change indicator.
- Employees conduct a user seal check each time a tight-fitting respirator is donned.

- Respirator use is stopped if the employee experiences breathing difficulty, dizziness, breakthrough, leakage, equipment failure, or a change that may affect safe use.

4. Medical Evaluation and Fit Testing

- A confidential medical evaluation by an authorized physician or other licensed health care professional is completed before fit testing or required use and repeated when indicated by the standard or changed conditions.
- Risk Management receives only the written determination needed to administer respirator use.
- Tight-fitting respirators are fit tested before initial use, at least annually, when a different facepiece is used, and when physical changes may affect fit.
- Fit testing uses the same make, model, style, and size the employee will wear.

5. Voluntary Use

Employees may voluntarily use disposable filtering facepieces such as N95s when Risk Management determines that use will not create a hazard. Users receive the information in 8 CCR §5144 Appendix D. Voluntary use of reusable elastomeric or powered respirators requires advance Risk Management approval and applicable medical, cleaning, storage, and program controls.

6. Maintenance and Program Evaluation

- Respirators are inspected before use and during cleaning; defective equipment is removed from service.
- Reusable respirators are cleaned, disinfected, dried, and stored to prevent deformation, contamination, sunlight, chemicals, moisture, and damage.
- Emergency respirators, if any, receive documented inspections at least monthly and after each use.
- Risk Management evaluates effectiveness through employee consultation, record review, and worksite observation.

Training

- Required users: before use and at least annually, with retraining when conditions, equipment, knowledge, or performance indicate a need.
- Training covers hazards, limitations, inspection, donning, seal checks, use, emergencies, maintenance, storage, and medical signs that may limit use.
- Voluntary filtering-facepiece users receive Appendix D information.

Training must be understandable to employees and documented. Online training may supplement, but does not replace, task-specific instruction, demonstrations, or interactive opportunities required by an applicable standard.

Records, Review, and Access

- Risk Management maintains the controlled program and Districtwide compliance records; departments maintain task, inspection, authorization, and equipment records assigned to them.
- Medical records are confidential, kept separately from personnel files, and retained as required by 8 CCR section 3204 and the applicable program standard.
- The program is reviewed at least annually and after exposure incidents, significant changes, identified deficiencies, or regulatory revisions.
- Employees may obtain the program from the Risk Management webpage or by contacting Risk Management by email, telephone, or in person. Accessible and translated formats will be provided when needed.

Reporting and Contact Information

Purpose	Contact
Risk Management / PCT	risk.management@avc.edu 661-722-6300, extension 6311
Campus emergency	AVC Campus Security/Sheriff: 661-722-6399 or extension 4444
Off-site emergency or when campus response cannot be	Call 911

Purpose	Contact
reached without delay	
After-hours District incident	After Hours Administrator and/or Campus Security
Facilities request	https://www.avc.edu/facilities-services/facilities-work-request
Employee injury triage	Company Nurse: 877-518-6702

Implementation Forms and Checklists

A. Respirator Authorization Roster

Field	Entry
Employee	
Title/department	
Authorized task	
Hazard	
Respirator make/model/style/size	
Medical clearance date/status	
Fit-test method/date/result	
Training date	
Expiration/restrictions	

B. Task and Respirator Evaluation

Field	Entry
Department/location	
Task	
Contaminant	
Exposure data	
Engineering controls	
Work duration/effort	
Selected respirator/filter	
Evaluator/date	
Approval	

C. Voluntary Use Acknowledgment

Field	Entry
Employee	
Respirator type	
Appendix D provided	
Safe-use conditions reviewed	
Employee/date	