

# Employee respirator assignment and training record

(See guidelines on reverse side)

Plant \_\_\_\_\_ Year \_\_\_\_\_

## Employee data

Employee name \_\_\_\_\_ SSN \_\_\_\_\_  
 Department \_\_\_\_\_ Job \_\_\_\_\_  
 Exposure duration & frequency \_\_\_\_\_

## Respirator data

Type	Filter* element	Manufacturer & model	Facepiece & size	Date assigned
1 _____	_____	_____	_____	_____
2 _____	_____	_____	_____	_____

\*For Gas/vapor air-purifying respirators: frequency of filter/cartridge/disposable respirator change

Hourly  
  2x's/Shift  
  Daily  
  Weekly  
  After each use

## Respirator wearer training record

### Subject checklist

- Need for respirator and how improper fit, use or care degrade protection
- Respirator's limitations and capabilities
- Effective respirator use in emergencies or respirator malfunctions
- How to inspect, put on, remove, use and check the seals of a respirator
- Respirator maintenance and storage procedures
- Recognizing medical signs and symptoms limiting or preventing effective respirator use
- OSHA's Respirator Standard

Training date	Training provided by	Knowledge demonstrated by	Wearer's signature

## Guidelines for the respirator assignment and training record

The employee respirator assignment and training record is used to document the assignment of respirators and the training of respirator users, as recommended in ANSI Z88.2 and required in OSHA regulations. An individual record can be used to assign up to two respirators for an employee. To meet the annual training requirement in OSHA regulations and ANSI Z88.2, retraining is completed each year.

- a. **Employee data** – Enter the employee's name, SSN, department and job description. The job descriptions should correspond to the job for which the assigned respirator(s) was approved.
- b. **Respirator data** – For one or two respirators, enter the following:
  - **Type** – Enter the class of respirator using the following:
    - APR – Air purifying respirator
    - PAPR – Powered air purifying respirator
    - SAR – Supplied air respirator
    - SCBA – Self contained breathing apparatus
  - **Filter element** – For air purifying respirators, enter the contaminant(s) that the respirator is approved for. Also, indicate the frequency of filter/cartridge replacement or, for disposable respirators, respirator replacement.
  - **Manufacturer and model**
  - **Facepiece and size** – Enter the facepiece type and size.
  - **Date assigned** – Enter the date the respirator was first assigned
- c. **Respirator wearer training record** – For the corresponding respirators assigned, enter the training date, the name of the individual(s) providing the training and a signature of the respirator wearer for the three subject areas.