

## **I. BACKGROUND AND PURPOSE**

- a. To establish, implement and maintain a respiratory protection program for Warner Bros. Studio Operations (WBSO).
- b. To protect the health and safety of employees by providing them with instructions and procedures for safely working around hazards such as wood dust, particulates, and vapors.
- c. To assist supervisors, employees, and contractors to comply with WBSO's respiratory protection program.

| TABLE 1: VOLUNTARY AND REQUIRED RESPIRATOR USE  |   |
|---|---|
| RESPIRATOR  | DEPARTMENT/PROCESS  |
| Filtering facepiece (dust mask)   | Voluntary use for construction and laborers   |
| Half-facepiece APR with P100 filter   | Voluntary use for painters and construction workers   |
| Half-facepiece APR with organic vapor cartridge   | Voluntary use for construction workers, painters and other departments utilizing volatile organic compound-containing products  |
| Supplied Air Respirator (SAR), pressure demand, with auxiliary Self-Containing Breathing Apparatus (SCBA) | No employees are expected to need this level of protection. If the need arises, employees will receive additional training and the respiratory protection program will be updated |
| Continuous flow SAR with hood   | No employees are expected to need this level of protection. If the need arises, employees will receive additional training and the respiratory protection program will be updated |
| Escape SCBA   | No employees are expected to need this level of protection. If the need arises, employees will receive additional training and the respiratory protection program will be updated |

## **II. RESPONSIBILITIES**

- a. **Managers/Supervisors**
  - i. Supervisors are responsible for ensuring that the respiratory protection program is implemented in their work areas. In addition to being knowledgeable about the program requirements for their own protection, supervisors must also ensure that the program is understood and followed by the employees under their supervision. Duties of the supervisor include:

1. Ensuring that employees under their supervision (including new hires) have received appropriate training, fit testing, and annual medical evaluation.
  2. Encasing the availability of appropriate respirators and accessories.
  3. Being aware of tasks requiring the use of respiratory protection.
  4. Enforcing the proper use of respiratory protection when necessary.
  5. Ensuring that respirators are properly cleaned, maintained, and stored according to the respiratory protection plan.
  6. Ensuring that respirators fit well and do not cause discomfort.
  7. Continually monitoring work areas and operations to identify respiratory hazards.
  8. Coordinating with the Program Administrator on how to address respiratory hazards or other concerns regarding the program.
- b. WBSO Safety & Environmental Affairs (Program Administrator)**
- i. The Program Administrator is responsible for administering the respiratory protection program. Duties of the program administrator include:
    1. Identifying work areas, processes or tasks that would require workers to wear respirators, and evaluating hazards.
    2. Selection of respiratory protection options.
    3. Monitoring respirator use to ensure that respirators are used in accordance with their certifications.
    4. Arranging for and/or conducting training.
    5. Ensuring proper storage and maintenance of respiratory protection equipment.
    6. Provide qualitative fit testing
    7. Administering the medical surveillance program.
    8. Maintaining records required by the program.
    9. Evaluating the program.
    10. Updating written program, as needed.
- c. Employees**
- i. Each employee has the responsibility to wear his or her respirator in the manner in which they were trained. Employees must also:
    1. Care for and maintain their respirators as instructed, and store them in a clean sanitary location.
    2. Inform their supervisor if the respirator no longer fits well, and request a new one that fits properly.
    3. Inform their supervisor or the Program Administrator of any respiratory hazards that they feel are not adequately addressed in the workplace and of any other concerns that they have regarding the program.

### **III. PROGRAM ELEMENTS**

**a. Selection Procedures**

- i. The Program Administrator will select respirators to be used on site, based on the hazards to which workers are exposed and in accordance with all OSHA standards. The Program Administrator will conduct a hazard evaluation for each operation, process, or work area where airborne contaminants may be present in routine operations or during an emergency. The hazard evaluation will include:

1. Identification and development of a list of hazardous substances used in the workplace, by department, or work process.
2. Review of work processes to determine where potential exposures to these hazardous substances may occur. This review shall be conducted by surveying the workplace, reviewing process records, and talking with employees and supervisors.
3. Exposure monitoring to quantify potential hazardous exposures may be conducted if the likelihood of exposure is above the permissible exposure limit is probable.

**b. NIOSH Certification**

- i. All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH). Also, all filters, cartridges, and canisters must be labeled with the appropriate NIOSH approval label. The label must not be removed or defaced while it is in use.

**c. Voluntary Respirator Use**

- i. WBSO SE&A will provide respirators at no charge to employees for voluntary use for the following work processes:
  1. Construction workers may wear filtering facepieces during sanding, cutting, and woodworking.
  2. Employees may wear half-facepiece APRs with organic vapor cartridges while painting or conducting related construction work
  3. Maintenance personnel may wear half-facepiece APRs with P100 cartridges while sanding, woodworking and other construction-related activities.
  4. The Program Administrator will provide all employees who voluntarily choose to wear either of the above respirators with a copy of Appendix D of the standard. (Appendix D details the requirements for voluntary use of respirators by employees.) Employees choosing to wear a half-facepiece APR must comply with the procedures for Medical Evaluation, Respirator Use, and Cleaning, Maintenance and Storage.
  5. The Program Administrator will determine voluntary use of respiratory protective equipment as requested by all other workers on a case-by-case basis, depending on specific workplace conditions.

**d. Fit Testing**

- i. Fit testing is required for employees wearing half-facepiece APRs. Although no employees are currently required to wear a respirator, SE&A will provide qualitative fit testing to ensure fitment for the employee.
- ii. Employees will be fit-tested with the make, model, and size of respirator that they will actually wear. Employees will be provided with several models and sizes of respirators so that they may find an optimal fit.
- iii. The Program Administrator has determined that Quantitative Fit Testing (QNFT) is not required for the respirators used under current conditions at Warner Bros. Studio Operations. If conditions affecting respirator use change, the Program Administrator will evaluate on a case-by-case basis whether QNFT is required.

**e. Respirator (Voluntary) Use**

- i. At this time, respirator use is not mandatory for any employees. If the need arises, employees will be offered fit testing and respiratory protection training.

**f. General Use Procedures**

- i.** Employees will use their respirators under conditions specified by this program, and in accordance with the training they receive on the use of each particular model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer.
- ii.** All employees shall conduct user seal checks each time that they wear their respirator. Employees shall use either the positive or negative pressure check (depending on which test works best for them) specified in Appendix B-1 of the Respiratory Protection Standard.
- iii.** All employees shall be permitted to leave the work area to maintain their respirator for the following reasons: to clean their respirator if the respirator is impeding their ability to work, change filters or cartridges, replace parts, or to inspect respirator if it stops functioning as intended. Employees should notify their supervisor before leaving the area.
- iv.** Employees are not permitted to wear tight-fitting respirators if they have any condition, such as facial scars, facial hair, or missing dentures, that prevents them from achieving a good seal. Employees are not permitted to wear headphones, jewelry, or other articles that may interfere with the facepiece-to-face seal.

**g. Emergency Procedures**

- i.** At this time, no areas are expected to have an emergency requiring the use of respiratory protection.
- ii.** Emergency escape respirators - Not applicable

**h. Respirator Malfunction**

- i.** APR Respirator Malfunction:
  - 1.** For any malfunction of an APR (e.g., such as breakthrough, facepiece leakage, or improperly working valve), the respirator wearer should inform his or her supervisor that the respirator no longer functions as intended, and go to the designated safe area to maintain the respirator. The supervisor must ensure that the employee receives the needed parts to repair the respirator, or is provided with a new respirator.
- ii.** Atmosphere-supplying Respirator Malfunction:
  - 1.** No employees are expected to need this level of protection. If the need arises, employees will receive additional training and the respiratory protection program will be updated

**i. Immediately Dangerous to Life or Health (IDLH) Procedures**

- 1.** No areas or operations have been identified as having conditions that are IDLH.

**j. Cleaning, Maintenance, Change Schedules and Storage**

**i. Cleaning**

- 1.** Respirators are to be regularly cleaned and disinfected.
- 2.** Respirators issued for the exclusive use of an employee shall be cleaned as often as necessary.
- 3.** Atmosphere supplying and emergency use respirators are to be cleaned and disinfected after each use.
- 4.** The following procedure is to be used when cleaning and disinfecting respirators:
  - a.** Disassemble respirator, removing any filters, canisters, or cartridges.

- b.** Wash the facepiece and associated parts in a mild detergent with warm water. Do not use organic solvents.
- c.** Rinse completely in clean warm water.
- d.** Wipe the respirator with disinfectant wipes (70% Isopropyl Alcohol) to kill germs.
- e.** Air dry in a clean area.
- f.** Reassemble the respirator and replace any defective parts.
- g.** Place in a clean, dry plastic bag or other airtight container.
  - i.** Note: The Program Administrator will ensure an adequate supply of appropriate cleaning and disinfecting material is available. If supplies are low, employees should contact their supervisor, who will inform the Program Administrator.

**k. Maintenance**

- i.** Respirators are to be properly maintained at all times in order to ensure that they function properly and adequately protect the employee. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or deteriorated parts will be replaced prior to use. No components will be replaced or repairs made beyond those recommended by the manufacturer. Repairs to regulators or alarms of atmosphere-supplying respirators will be conducted by the manufacturer.

- 1.** The following checklist will be used when inspecting respirators:

- a.** Facepiece
      - i.** Cracks, tears, or holes
      - ii.** Facemask distortion
      - iii.** Cracked or loose lenses/face shield
    - b.** Head straps
      - i.** Breaks or tears
      - ii.** Broken buckles
    - c.** Valves
      - i.** Residue or dirt
      - ii.** Cracks or tears in valve material
    - d.** Filters/Cartridges
      - i.** Approval designation
      - ii.** Gaskets
      - iii.** Cracks or dents in housing
      - iv.** Proper cartridge for hazard

- ii.** Change Schedules

- 1.** Employees wearing APRs or PAPRs with P100 filters for protection against wood dust and other particulates shall change the cartridges on their respirators when they first begin to experience difficulty breathing (i.e., resistance) while wearing their masks.

**l. Storage**

- i.** Respirators must be stored in a clean, dry area, and in accordance with the manufacturer's recommendations. Each employee will clean and inspect their own air-purifying respirator in accordance with the provisions of this program and will store their respirator

in a plastic bag. Each employee should have his/her name on the bag and that bag will only be used to store that employee's respirator.

- ii. The Program Administrator will store respirators and respirator components in their original manufacturer's packaging in a safe and secure storage area.

**m. Training**

- i. The Program Administrator will ensure that all supervisors and their employees that wear respiratory protection have received appropriate respiratory training, including the contents of the WBSO Respiratory Protection Program and their responsibilities under it, and on the OSHA Respiratory Protection standard. Workers will be trained prior to using a respirator in the workplace. Supervisors will also be trained prior to using a respirator in the workplace or prior to supervising employees that wear respirators.
- ii. The training course will cover the following topics:
  - 1. The Cal OSHA Respiratory Protection standard
  - 2. Respiratory hazards encountered at Warner Bros. Studio Operations and their health effects
  - 3. Proper selection and use of respirators
  - 4. Limitations of respirators
  - 5. Respirator donning and user seal (fit) checks
  - 6. Fit testing
  - 7. Emergency use procedures
  - 8. Maintenance and storage
  - 9. Medical signs and symptoms limiting the effective use of respirators

## **IV. PROGRAM REVIEW**

- a. The WBSO Respiratory Protection Program will be reviewed and updated periodically by S&EA to determine effectiveness in preventing employee incidents and to maintain compliance with regulatory requirements.



## **APPENDIX A: HOW TO GET A TIGHT FITTING RESPIRATOR**

The following guidelines are provided for how to get a tight-fitting cartridge respirator. If you have any questions, please contact your supervisor or safety representative.

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### **Step 1: When Do I Need One?**

- You may need a tight-fitting respirator for tasks like spray painting, welding, grinding, or sanding—these can release harmful dust and vapors.
- Always check the Safety Data Sheet (SDS) for respiratory protection requirements.
- If a respirator is required, you must complete a **fit test** and get **medical clearance**.
- Your employer will provide the respirator at no cost if it's required for your job.

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### **Step 2: What Should I Do Before the Fit Test?**

- **No facial hair** is allowed where the mask seals to your face or near the valve.
- Razors and shaving cream are available at **B34 First Aid**.

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### **Step 3: Where Do I Get the Fit Test and Medical Clearance?**

- Go to **B34 First Aid** (near Stage 15/West Side) and check in with a nurse.
- You'll fill out a confidential Cal/OSHA "Respirator Medical Evaluation Questionnaire."
- You'll go through a short test (15–30 minutes) to ensure the mask fits properly.
- Once cleared, you'll receive a **fit test card** valid for one year.

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### **Step 4: How Do I Get the Respirator?**

- If you're a production crew member or a WBSO Employee on the **Warner Bros. Studio Main Lot**, you'll get your respirator from **WB First Aid** after clearance.
- To get replacement respirators or cartridges, show your fit test card at the **Paint Store, Safety Department, or First Aid**.
- **N-95 masks** used voluntarily do **not** require fit testing or medical clearance.
- If you want to voluntarily wear a tight-fitting respirator, you **still need** fit testing and medical clearance.