



# UNIVERSITY OF WYOMING

## Procedure for Maintaining Enrollment in the UW Respiratory Protection Program (Current Respirator User)

### **Step 1: Hazard Assessment Update (to provide updated information that may have changed since the initial Hazard Assessment)**

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 Update (Appendix C)". Complete the assessment update 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: [occmmed@grandaveurgentcare.com](mailto:occmmed@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 update form and may provide comments or may request additional information.

### **Step 2: Medical Evaluation (to determine medical fitness to utilize respiratory protection)**

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 Medical Status Update Form (Appendix G)". Complete the form either online or print the form and complete manually. Email a copy to Grand Avenue Urgent Care at: [occmmed@grandaveurgentcare.com](mailto:occmmed@grandaveurgentcare.com). The form may also be faxed to Grand Avenue Urgent Care at: 307-460-9880.

Grand Avenue Urgent Care will review your responses and notify you and your Supervisor if an additional medical evaluation is necessary with the physician or other licensed healthcare professional (PLHCP).

### **Step 3: Respiratory Protection Program Training (to ensure you understand respiratory protection equipment use and limitations)**

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 4: Fit Testing (to ensure proper respirator fit)**

Once the above steps are completed, Grand Avenue Urgent Care will contact you to schedule the fit testing appointment. The appropriate respiratory protection equipment will be assigned to you at the fit testing meeting. 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 for your Supervisor.