

# SESLHD PROCEDURE COVER SHEET



**Health**  
South Eastern Sydney  
Local Health District

<b>NAME OF DOCUMENT</b>	Respiratory Protection Program (RPP)
<b>TYPE OF DOCUMENT</b>	Procedure
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<b>EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR</b>	Director, Nursing and Midwifery
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<b>POSITION RESPONSIBLE FOR THE DOCUMENT</b>	Director of Nursing and Midwifery
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<b>KEY TERMS</b>	Respiratory Protection Program (RPP) – Fit Testing
<b>SUMMARY</b>	SESLHD Respiratory Protection Program (RPP) – Fit Testing

## **COMPLIANCE WITH THIS DOCUMENT IS MANDATORY**

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# SESLHD PROCEDURE

## Respiratory Protection Program (RPP)

**SESLHDPR/759**

### 1. POLICY STATEMENT

The Respiratory Protection Program (RPP) was introduced to support healthcare workers to protect themselves against acquiring respiratory illness by minimising the risk of exposure to respiratory hazards.

### 2. BACKGROUND

SESLHD has a Respiratory Protection Program that is in line with the [Clinical Excellence Commission - Respiratory Protection Program Manual - Version 1.2](#).

### 3. RESPONSIBILITIES

#### 3.1 Employees will:

- Ensure they are fit tested in line with the Clinical Excellence Commission (CEC) RPP Manual
- Inform their line manager if they need to undertake fit testing
- Book and attend a fit test as required - fit testing required annually.
- Must perform a 'fit check' every time the respirator is donned

#### 3.2 Line Managers will:

- Ensure this procedure is followed by all relevant staff
- Ensure that all applicable staff can access RPP – fit testing
- Ensure all mandatory learning is up to date
- Review monthly reports (provided by SESLHD Staff Health Service to site/service executive) to identify staff overdue for fit testing and assist with booking them in during allocated work time

#### 3.3 District Managers/ Service Managers will:

- Provide support to staff in the implementation of this procedure as required
- Ensure data is collected and sent to the SESLHD Staff Health Service
- Ensure compliance of staff with fit testing requirements.

### 4. PROCEDURE

- Sites will coordinate and complete fit testing in line with the CEC Respiratory Protection Program Manual (including rostering of fit testers and bookings) within existing FTE resources
- Collation of compliance from each service/site and completion of reporting up to the MoH and CEC will be undertaken by the SESLHD Staff Health Service
  - Using the RPP reporting template [Appendix 1](#)
  - Ensure report includes location and date and send to [SESLHD-StaffHealth-FitTesting@health.nsw.gov.au](mailto:SESLHD-StaffHealth-FitTesting@health.nsw.gov.au) by COB Monday (for the previous week of data).

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- A contact person at each site needs to be identified to provide testing numbers, fit testing times/roster and paperwork to the SESLHD Staff Health Service for entry into relevant systems and collation of reporting
  - Site contact must send to [SESLHD-StaffHealth-FitTesting@health.nsw.gov.au](mailto:SESLHD-StaffHealth-FitTesting@health.nsw.gov.au) the hours of operation and location of fit testing clinics on the first Tuesday of each month for fit testing clinic operations the following month – [Appendix 2](#).
- District or Hosted Services – such as Population and Community Health and Mental Health can book staff requiring fit testing into any of the larger sites (Prince of Wales Hospital, St George Hospital and The Sutherland Hospital). The SESLHD Staff Health Service and the site contact will be able to share fit testing timetables with these services
- In order to ensure oversight at a LHD level, progress and compliance will be shared monthly with LHD Executives/Facilities/Services from the SESLHD Staff Health Service
- In order to complete fit testing on all required staff it is calculated that 6 machines are required to be run 8 hours x 5 days per week across the LHD. Additional machines will be held by the SESLHD Staff Health Service
- Coordination of the maintenance of fit testing machines will be managed by the SESLHD Staff Health Service

### 5. DOCUMENTATION

- NSW Government, Clinical Excellence Commission (2022). Respiratory Protection Program Manual, Version 1.2 October 2022

### 6. REFERENCES

- [NSW Government, Clinical Excellence Commission \(2022\). Respiratory Protection Program Manual, Version 1.2 October 2022](#)

### 7. VERSION AND APPROVAL HISTORY

Date	Version	Version and approval notes
29 September 2023	1	Developed by Kate Hackett & Joshua Philp to outline the process of managing access to fit testing and reporting of the Respiratory Protection Program. Approved by SESLHD Clinical and Quality Council.
7 March 2025	1.1	Minor edit to remove the example mobile phone numbers in Appendix 2.

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### Appendix 1 - Weekly reporting template

Respiratory Protection Program –  
Weekly Fit Testing Results

<b>Reporting period :</b>	eg 05/06/2023 - 11/06/2023
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<b>Facility name :</b>	eg POWH
<b>Name of site RPP contact :</b>	eg John Smith
<b>Contact number of site RPP contact :</b>	eg 0401 401 401
<b>Date report submitted (D/M/Y) :</b>	eg 12/06/2023

Risk Category	Total number of HCWs fit-tested per category
CAT 1	
CAT 2	
CAT 3	
CAT 4	
<b>TOTAL across all risk categories</b>	

<b>Issues / Comments :</b>	eg Nil staff fit-tested this week due to broken machine. Machine sent to Kenelec for repair on 09/06/2023
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*Please send reporting template from previous week to : [SESLHD-StaffHealth-FitTesting@health.nsw.gov.au](mailto:SESLHD-StaffHealth-FitTesting@health.nsw.gov.au) by COB every Monday*

# SESLHD PROCEDURE

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### Appendix 2

<b>RPP (FIT-TESTING) TIMETABLE</b>			
<b>Facility : eg SGH</b>			
<b>Month / Year : eg MAY 2023</b>			
<b>Day</b>	<b>RPP Clinic Date</b>	<b>RPP Clinic Time</b>	<b>Clinic Location</b>
Monday	eg 01/05/2023	eg 08:00 - 1630hrs	3East Tutorial Room
Tuesday	eg 02/05/2023	eg 08:00 - 1630hrs	ED Conference Room 1
Wednesday	eg 03/05/2023	eg 08:00 - 1630hrs	4North Fit-Testing Office
Thursday	eg 04/05/2023	eg 08:00 - 1630hrs	4North Fit-Testing Office
Friday	eg 05/05/2023	eg 08:00 - 1200hrs	ICU Auditorium
Saturday	eg 06/05/2023	eg 09:00 - 1100hrs	6 South Educator's Office
Sunday	eg 07/05/2023	eg 09:00 - 1100hrs	3 West Quiet Room
Monday	eg 08/05/2023	eg 08:00 - 1630hrs	3East Tutorial Room
Tuesday	eg 09/05/2023	eg 08:00 - 1630hrs	ED Conference Room 1
Wednesday	eg 10/05/2023	eg 08:00 - 1630hrs	4North Fit-Testing Office
Thursday	eg 11/05/2023	eg 08:00 - 1630hrs	4North Fit-Testing Office
Friday	eg 12/05/2023	eg 08:00 - 1200hrs	ICU Auditorium
Saturday	eg 13/05/2023	eg 09:00 - 1100hrs	6 South Educator's Office
Sunday	eg 14/05/2023	eg 09:00 - 1100hrs	3 West Quiet Room
Monday	eg 15/05/2023	eg 08:00 - 1630hrs	3East Tutorial Room
Tuesday	eg 16/05/2023	eg 08:00 - 1630hrs	ED Conference Room 1
Wednesday	eg 17/05/2023	eg 08:00 - 1630hrs	4North Fit-Testing Office
Thursday	eg 18/05/2023	eg 08:00 - 1630hrs	4North Fit-Testing Office
Friday	eg 19/05/2023	eg 08:00 - 1200hrs	ICU Auditorium
Saturday	eg 20/05/2023	eg 09:00 - 1100hrs	6 South Educator's Office
Sunday	eg 21/05/2023	eg 09:00 - 1100hrs	3 West Quiet Room
Monday	eg 22/05/2023	eg 08:00 - 1630hrs	3East Tutorial Room
Tuesday	eg 23/05/2023	eg 08:00 - 1630hrs	ED Conference Room 1
Wednesday	eg 24/05/2023	eg 08:00 - 1630hrs	4North Fit-Testing Office
Thursday	eg 25/05/2023	eg 08:00 - 1630hrs	4North Fit-Testing Office
Friday	eg 26/05/2023	eg 08:00 - 1200hrs	ICU Auditorium
Saturday	eg 27/05/2023	eg 09:00 - 1100hrs	6 South Educator's Office
Sunday	eg 28/05/2023	eg 09:00 - 1100hrs	3 West Quiet Room

**FOR ALL BOOKINGS PLEASE CONTACT:** eg XXXX XXX XXX / SGH-Example@health.nsw.gov.au

**FOR ALL RPP/FIT-TESTING ENQUIRIES PLEASE CONTACT:** eg Peter RPP on XXXX XXX XXX / Peter.RPP@health.nsw.gov.au