

**Airswift Holdings Ltd.**  
**Risk Assessment Safety Program**  
**Date:** January 19, 2021  
**Version:** 01  
**Owner:** Operations Manager – North America

Airswift Holdings Ltd.

**HSE Management System**  
**Risk Assessment Program**

**REGULATORY STANDARD:**  
**OSHA – Protecting Temporary**  
**Workers Guidance**

**Document Control – Revisions and Amendments**

<b>Version Number</b>	<b>Effective Date</b>	<b>Author</b>	<b>Amendments</b>	<b>Reason for Amendments</b>
<b>1</b>	<b>01.19.2021</b>	<b>C.Stallworth</b>		
<b>2</b>	<b>02.24.2023</b>	<b>Kellie Tetley</b>	<b>Add JHA Appendix</b>	<b>To meet Alberta Legislation</b>

**Important Notice:**

1. This procedure is a Controlled Document and shall not be amended without the authority of the Operations Manager – North America.
2. Any queries or feedback concerning the contents of this Procedure should be addressed to the Operations Manager – North America.

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## **1.0 PURPOSE**

The purpose of this program is to provide guidelines for identifying, assessing and controlling workplace hazard, ensuring the potential hazard of new processes and materials are identified before they are introduced in the workplace and to identify the job tasks which require risk assessments. The policy applies to all Airswift Employee, Contractors and Sub-Contractors working on behalf of Airswift.

## **2.0 GENERAL**

All Airswift Employees, Contractors and Sub-Contractors are required to comply with the provisions of this policy and procedure. Any deviation, unless spelled out specifically in the policy and requires the permission of Airswift Safety Team or designee.

Airswift's Safety Specialist is the designated Administrator and has the authority and responsibility for implementing and maintaining the Policy. Based on job site hazards, and regulatory requirements, Airswift Employees and Contractors may be advised by the client supervisor of required site-specific requirements.

Airswift and the Client should jointly review all worksites to which Contractors might foreseeably be sent, the task assignments and job hazard analyses in order to identify and eliminate potential safety and health hazards and identify necessary training and protections for each worker.

## **3.0 OVERALL GUIDANCE**

The hazard identification process is used for routine and non-routine activities as well as new processes, changes in operation, products or services as applicable.

The Client/Site Safety Manager shall conduct a baseline worksite hazard assessment which is a formal process in place to identify the various tasks that are to be performed to identify potential hazards. The results must be included in a report of the results of the hazard assessment and the methods used to control or eliminate the hazards identified. The hazard assessment report must be reviewed by the Safety Specialist and signed by the Director of Operations prior to completing the contract signing process.

Inputs into the baseline hazard identification include, but are not limited to:

- Scope of work for each job title
- Legal and other requirements
- Previous OSHA 300 Logs
- Sources of energy, contaminants and other environmental conditions that can cause injury
- Copy of Emergency Evacuation Plan and Site Maps

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Hazards identifications (as examples) are to include:

- Working Alone Procedure
- Thermal Exposure
- Isolation of Energy – Lockout Tag Out
- Hearing Protection
- Respiratory Protection
- Confined Spaces

Airswift has a formal process for identifying potential hazards when the Client has not provided. Employees and Employees and Contractors are actively involved in the hazard identification process by the use of JSA's, JHA's, for their specific job tasks.

Employees will be trained in the hazard identification process including the use and care of proper PPE.

Unsafe hazards must be reported immediately and addressed by the Client Supervisor. The supervisor discusses the worksite hazard assessment with employees at the respective work location during the employee's documented orientation.

#### **4.0 REVIEW OF CLIENT HAZARD ASSESSMENT**

Airswift and the Client Supervisor will review existing worksite hazard identifications annually or at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions and specifically updated when new tasks are to be performed that have not been risk assessed, when a work process or operation changes, before the construction of a new site or when significant additions or alterations to a job site are made.

The Client Supervisor or Safety Manager will advise Employees and Contractors when additional hazards are introduced into the workplace to revise assessment and provide additional training as needed. The risk assessment document will be revised to update the new hazard requirements.

#### **5.0 RISK ASSESSMENT**

Hazards are classified and ranked based on severity. The program identifies hazards are classified/prioritized and addressed based on the risk associated with the task. (See the risk analysis matrix outlining severity and probability).

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CONSEQUENCE					PROBABILITY				
Severity	People	Assets	Environment	Reputation	A	B	C	D	E
					Not Done	Rarely	Once a week	Several Times in a Week	Multiple Times in a Day
0	No health effect	No damage	No effect	No impact					
1	Slight health effect	Slight damage	Slight effect	Slight impact					
2	Minor health effect	Minor damage	Minor effect	Limited impact					
3	Major health effect	Localized damage	Localized effect	Considerable impact					
4	Single fatality	Major damage	Major effect	National impact					
5	Multiple fatalities	Extensive damage	Massive effect	Global impact					

**5.1 Risk Controls/Methods to Ensure Identified Hazards Are Addressed and Mitigated**

The following describes how identified hazards are addressed and mitigated:

- Risk assessed hazards are compiled with and addressed and mitigated through dedicated assignment, appropriate documentation of completion, and implemented controls methods including engineering or administrative controls and PPE required into the worksite hazard assessment of the site specific HSE plan. No work will begin before the worksite assessment is completed. Additionally, no risk assessed as High (Intolerable) shall be performed.
- If an existing or potential hazard to workers is identified during a hazard assessment Airswift must take measures to eliminate the hazard, or if elimination is not reasonably practicable, control the hazard. If reasonably practicable Airswift must eliminate or control a hazard using engineering controls. If a hazard cannot be adequately controlled using engineering controls, Airswift must use administrative controls that control the hazard to a level as low as reasonably achievable. If the hazard cannot be adequately controlled using engineering and/or administrative controls, Airswift must ensure that the appropriate personal protective equipment (PPE) is used by workers affected by the hazard. Airswift

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may use a combination of engineering controls, administrative controls, and personal protective equipment if there is a greater level of worker safety because a combination is used.

**5.1.1 Job Safety Analysis (JSA)**

For those jobs with the highest injury or illness rates, jobs that are new to our operation, jobs that have undergone major changes in processes and procedures or jobs complex enough to require written instructions will have a Job Safety Analysis performed. Completed JSAs are available from the Safety Manager.

**5.1.2 Site Specific CLIENT HSE Plan (SSCSP)**

Each work location has a site-specific Client HSE plan. Each Contractor reporting to a location shall receive a documented basic safety orientation from Airswift and the Client Supervisor or Safety Representative will provide safety training which includes the hazard controls and emergency response training for that site. The SSCSP contains the Client Company's Health and Safety Policy, site specific safety requirements as well as a PPE matrix and a signed site specific worksite hazard assessment for that location, which the Airswift has a responsibility to provide to each contractor.

**5.1.3 Emergency Control of Hazards**

Only those employees competent and trained in correcting emergency controls of hazards may be exposed to the hazard and only the minimum number of competent employees may be exposed during hazard emergency control. ***An example is a gas leak in a building. Only those personnel with training on fire safety, gas supply shut off and other related controls will attempt to resolve the emergency control of a hazard.*** Airswift will work with the Client Company to make every possible effort to control the hazard while the condition is being corrected or under the supervision of client emergency response personnel in every emergency.

**6.0 WORKSITE HAZARD ASSESSMENT FORM**

**6.1 Certificate of Hazard Assessment Statement**

Task: Indicate Task Group (Additional Tasks shall be listed in each Client Company site specific HSE plan)

TASKS	RISK LEVEL	HAZARDS	ENGINEERING OR ADMINISTRATIVE CONTROLS	PPE (Refer to PPE Matrix)
<i>List individual task</i>	<i>Use Risk Matrix</i>	<i>Identify hazards associated with task</i>	<ul style="list-style-type: none"> <li>• <i>List procedures that apply</i></li> <li>• <i>List appropriate engineering controls</i></li> <li>• <i>List procedures or other administrative controls</i></li> </ul>	<i>List appropriate PPE</i>
<i>Example: Washing Parts</i>	<i>MED</i>	<i>Chemical Exposure (Skin, Eyes, Body)</i>	<ul style="list-style-type: none"> <li>• <i>Client Safety Procedure</i></li> <li>• <i>No smoking;</i></li> </ul>	<i>Chemical gloves, splash proof goggles chemical apron</i>
			•	
			•	
			•	
			•	
			•	
			•	

I certify a worksite hazard assessment was performed for this ***Insert Facility*** Name for ***Insert Client Company Name*** and Airswift Representative.

Client Company Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Airswift Representative: \_\_\_\_\_

Date: \_\_\_\_\_

**6.2 Job Safety Analysis Form**

<b>Location / Dept:</b>		<b>Date:</b>		New? <input type="checkbox"/>		Revision <input type="checkbox"/>		<b>JSA NO:</b>	
<b>Task</b>				<b>Supervisor:</b>					
				<b>Analysis By:</b>					
<b>Team</b>				<b>Reviewed By:</b>					
<b>Members</b>				<b>Approved By:</b>					
<b>Specific rules and procedures to be followed (Safe Work Practice Number ____):</b>									
<b>Sequence of Basic Job Steps</b>		<b>Potential Injury or Hazards</b>			<b>Recommendations to Eliminate or Reduce Potential Hazards.</b>				
<b>CHECK ITEMS REQUIRED TO DO THIS JOB:</b>									
Safety Glasses	<input type="checkbox"/>	Leather Gloves	<input type="checkbox"/>	Face Shield	<input type="checkbox"/>	Fire Extinguisher	<input type="checkbox"/>	Atmospheric Testing	<input type="checkbox"/>
Hard Hats	<input type="checkbox"/>	Work Vest	<input type="checkbox"/>	Goggles (type?)	<input type="checkbox"/>	Lockout/Tagout	<input type="checkbox"/>	Traffic Control	<input type="checkbox"/>
Safety Shoes	<input type="checkbox"/>	Fall Harness	<input type="checkbox"/>	Flame Resistant Clothing	<input type="checkbox"/>	Warning signs	<input type="checkbox"/>	Other	<input type="checkbox"/>



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**INSTRUCTIONS FOR COMPLETING THE JOB SAFETY ANALYSIS FORM**

Select an employee to help you with the JSA: someone who is experienced in the job, willing to help and a good communicator. The employees play an important role in helping you identify job steps and hazards. In summary, to complete this form you should consider the purpose of the job, the activities it involves, and the hazards it presents. In addition, observing an employee performing the job, or “walking through” the operation step by step may give additional insight into potential hazards. Here’s how to do each of the three parts of a Job Safety Analysis:

<b>SEQUENCE OF BASIC JOB STEPS</b>	<b>POTENTIAL HAZARDS</b>	<b>RECOMMENDED ACTION OR PROCEDURE</b>
<p>Examining a specific job by breaking it down into a series of steps or tasks, will enable you to discover potential hazards employees may encounter.</p> <p>Each job or operation will consist of a set of steps or tasks. For example, the job might be to move a box from a conveyor in the receiving area to a shelf in the storage area. To determine where a step begins or ends, look for a change of activity, change in direction or movement.</p> <p>Picking up the box from the conveyor and placing it on a hand truck is one step. The next step might be to push the loaded hand truck to the storage area (a change in activity). Moving the boxes from the truck and placing them on the shelf is another step. The final step might be returning the hand truck to the receiving area.</p> <p>Be sure to list all the steps needed to perform the job. Some steps may not be performed each time; an example could be checking the casters on the hand truck. However, if that step is generally part of the job it should be listed.</p>	<p>A hazard is a potential danger. The purpose of the Job Safety Analysis is to identify ALL hazards – both those produced by the environment or conditions and those connected with the job procedure. To identify hazards, ask yourself these questions about each step:</p> <p>Is there a danger of the employee striking against, being struck by, or otherwise making injurious contact with an object?</p> <p>Can the employee be caught in, by or between objects? Is there a potential for slipping, tripping, or falling?</p> <p>Could the employee suffer strains from pushing, pulling, lifting, bending, or twisting?</p> <p>Is the environment hazardous to safety and/or health (toxic gas, vapour, mist, fumes, dust, heat, or radiation)?</p> <p>Close observation and knowledge of the job is important. Examine each step carefully to find and identify hazards – the actions, conditions, and possibilities that could lead to an accident. Compiling an accurate and complete list of potential hazards will allow you to develop the recommended safe job procedures needed to prevent accidents.</p>	<p>Using the first two columns as a guide, decide what actions or procedures are necessary to eliminate or minimize the hazards that could lead to an accident, injury or occupational illness.</p> <p>Begin by trying to: (1) engineer the hazard out; (2) provide guards, safety devices, etc.; (3) provide personal protective equipment; (4) provide job instruction training; (5) maintain good housekeeping; (6) ensure good ergonomics (positioning the person in relation to the machine or other elements).</p> <p>List the required or recommended personal protective equipment necessary to perform each step of the job.</p> <p>Give a recommended action or procedure for each hazard.</p> <p>Serious hazards should be corrected immediately. The JSA should then be changed to reflect the new conditions.</p> <p>Finally, review your input on all three columns for accuracy and completeness with affected employees. Determine if the recommended actions or procedures have been put in place. Re-evaluate the job safety analysis as necessary.</p>

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## **Airswift Job Hazard Analysis Program**

### **Appendix B**

#### **6.3 Review and Evaluation**

6.1.3 – To ensure Airswift Job Hazard Analysis documents remain current and are in compliance with Alberta OHS legislation, Supervisors will conduct a reevaluation of the job hazard analysis when one or more of the following conditions occur:

- On a regular basis to keep the results up-to-date
- When changes are made to the operation or work-related process
- When a new work process is introduced
- When site-specific hazard assessments identify a new hazard
- When an inspection identifies a new hazard
- When an investigation identifies a new hazard.

The re-evaluation of the Job Hazard Analysis Form will be documented in the Document Control – Revisions and Amendments table to ensure changes are recorded and are communicated to the effective employees.

It is the Client's responsibility to ensure the sites formal hazard assessment documents are reviewed in compliance with Alberta OHS legislation and this Appendix.

## **7.0 HAZARD ASSESSMENT FOR RESPIRATOR**

### **7.1 Identify the airborne contaminant**

A hazard assessment for each operation, process, or work area must be provided by the Client Company or conducted by Airswift Personnel where airborne contaminants may be present in routine operations or during an emergency. Once the hazardous substance has been identified a respirator can be selected.

An important source of information on airborne contaminants is the Safety Data Sheet (SDS) for each product. The SDS identifies the ingredients in each product that have been determined to be a health hazard and the physical and chemical characteristics of the product such as vapor pressure and flash point.

The physical form of the hazard will also help determine the type of respiratory protection needed.

- Dusts are tiny, suspended particles resulting from a mechanical process such as grinding and paper dust
- Mists are tiny liquid droplets usually created by spraying operations.
- Fumes are small particles formed by a condensing gas or vapor such as in welding.
- Vapors are substances that evaporate from a liquid or solid.

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- Gases are formless fluids that occupy the space in which they are enclosed. Examples include nitrogen, carbon monoxide, H<sub>2</sub>S and other toxic gases identified in the work environment.
- Smoke is a mixture of suspended particles and gases which are the result of combustion. Smoke can contain toxic contaminants.

## **7.2 Determine the concentration level of the contaminant**

Monitoring instruments will give you a precise reading of the airborne concentration level of the contaminant. If testing indicates exposure to an airborne concentration level at or above the Permissible Exposure Level (PEL) established for that substance, respiratory protection must be worn. This testing should be done by an industrial hygienist or other qualified staff.

## **7.3 Evaluate the conditions of exposure**

There are many variables that can affect your choice of respiratory protection. Always keep these factors in mind:

- The nature of the task. How long will exposure to each hazard be? Is the work strenuous (which makes breathing more difficult)?
- The characteristics of the work area. Is the work area a confined space and/or poorly ventilated? Will air temperatures be hot or cold? Could more than one contaminant be present?
- The type of work process. Do the way chemicals are combined, heated or applied create an additional or new health hazard? An example of this could be a paint spraying or welding operation.

## **7.4 Respirator Selection**

Respirators will be selected based on concentration levels and the conditions of exposure to which workers are exposed in accordance with Chemical Safety Data Sheets to meet, ANSI / ASSE Z88.2 Standards and other regulatory requirements.

The Program Administrator will ensure effective training is executed, as well as fit and pulmonary testing, in accordance with OSHA 29 CFR 1910.134 and other regulatory requirements. Follow-up training and fit testing must be scheduled in there are changes in the work environment or Contractor (gaining or loss of weight) to maintain proper fit and confidence and protection.

### **A. Updating the Hazard Assessment**

The hazard assessment will be updated any time work processes changes which may potentially affect exposure of workers. If an employee or contractor feels that respiratory protection is needed during a

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particular activity, s/he is to contact his/her supervisor or the Program Administrator. The Program Administrator will arrange to evaluate the potential hazard and arrange for outside assessment if necessary. The Program Administrator will then communicate the results of that assessment to the employees. If it is determined that respiratory protection is necessary, all other elements of the respiratory protection program will be in effect for those tasks, and the respiratory program will be updated accordingly.

**B. Training**

Respirator training will be provided to identified respirator users based on the contents of the OSHA Respiratory Protection Standards. Supervisors will also be trained prior to supervising employees that must wear respirators.

The training course will cover the following topics:

1. The OSHA Respiratory Protection Standard (29 CFR 1910.134)
2. Identifying respiratory hazards encountered and their health affects
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

Employees will be retrained annually or as needed (e.g., if they change departments or work processes and need to use a different respirator). Employees must demonstrate their understanding of the topics covered in the training through hands-on exercises and a written test. The Program Administrator will document respirator training and the documentation will include the type, model, and size of respirator for which each employee has been trained and fit tested.

# TYPES OF RESPIRATORY PROTECTION



**Elastomeric Half Facepiece Respirators** are reusable and have replaceable cartridges or filters. They cover the nose and mouth and provide protection against gases, vapors, or particles when equipped with the appropriate cartridge or filter.



**Elastomeric Full Facepiece Respirators** are reusable and have replaceable canisters, cartridges, or filters. The facepiece covers the face and eyes, which offers eye protection.



**Filtering Facepiece Respirators** are disposable half facepiece respirators that filter out particles such as dusts, mists, and fumes. They do NOT provide protection against gases and vapors.



**Powered Air-Purifying Respirators (PAPRs)** have a battery-powered blower that pulls air through attached filters, canisters, or cartridges. They provide protection against gases, vapors, or particles, when equipped with the appropriate cartridge, canister, or filter. Loose-fitting PAPRs do not require fit testing and can be used with facial hair.



**Supplied-Air Respirators** are connected to a separate source that supplies clean compressed air through a hose. They can be lightweight and used while working for long hours in environments not immediately dangerous to life and health (IDLH).



**Self-Contained Breathing Apparatus (SCBAs)** are used for entry into or escape from environments considered to be IDLH. They contain their own breathing air supply and can be either open circuit or closed circuit.



**Combination Respirators** can be either a supplied-air/SCBA respirator or supplied-air/air-purifying respirator. The SCBA type has a self-contained air supply if primary airline fails and can be used in IDLH environments. The air-purifying type offers protection using both a supplied-air hose & an air-purifying component and cannot be used for entry into IDLH environments.



Centers for Disease Control  
 and Prevention  
 National Institute for Occupational  
 Safety and Health

September 2019

**7.5 Respiratory Hazard Assessment Form** - Submit completed form to: [safety@airswift.com](mailto:safety@airswift.com)

<b>Please provide a detailed description of the job task:</b>			
<b>Location where task occurs:</b>		<input type="checkbox"/> <b>Single Employee</b>	<input type="checkbox"/> <b>Worksite</b> <input type="checkbox"/> <b>Class of Employees</b>
<b>Employees Name(s) and PID(s):</b>			
<b>Supervisor name:</b>	<b>Phone No.</b>	<b>Department:</b>	<b>Date:</b>
<b>Exposure to chemicals:</b>			
<ul style="list-style-type: none"> <li>• Organic Vapors (benzene, toluene, MEK, acetone, xylene, paint thinners, etc)</li> <li>• Acid gas (hydrogen chloride, hydrogen sulphide, etc.)</li> <li>• Ammonia</li> <li>• Formaldehyde/Formalin</li> </ul>		<input type="checkbox"/> Methylene Chloride <input type="checkbox"/> Mercury vapors <input type="checkbox"/> Pesticides <input type="checkbox"/> Other _____	
<b>! Please approximate how many days/min/quantity used:</b> _____			
<b>Exposure to dust, mist, fumes or particulates:</b>			
<ul style="list-style-type: none"> <li>• Cotton dust <input type="checkbox"/></li> <li>• Grain dust <input type="checkbox"/></li> <li>• Animal dust <input type="checkbox"/></li> <li>• Wood dust <input type="checkbox"/></li> <li>• Biological hazards (list): _____</li> </ul>		<ul style="list-style-type: none"> <li><input type="checkbox"/> Welding fumes</li> <li><input type="checkbox"/> Asphalt fumes</li> <li><input type="checkbox"/> Other fumes _____</li> <li><input type="checkbox"/> Nanoparticles<sup>1</sup> (list): carbon nanotubes _____</li> <li><input type="checkbox"/> Other _____</li> </ul>	
		<input type="checkbox"/> Pesticide application <input type="checkbox"/> Paint spraying <input type="checkbox"/> Lead <input type="checkbox"/> Asbestos	
<b>!Please approximate how many days/min/quantity used:</b> _____			
<b>Work involving any of the above mentioned hazards is performed:</b>			
<ul style="list-style-type: none"> <li>• Outside</li> <li>• In a fume hood/Biosafety Cabinet</li> <li>• In the lab (bench top)</li> </ul>		<ul style="list-style-type: none"> <li>• In the shop</li> <li>• In a spray paint booth</li> <li>• In confined space<sup>1</sup></li> <li>• In an oxygen deficient atmosphere</li> <li>• Other:</li> </ul>	
<b>Respiratory protection currently in use:</b>			<b>Hazard concentration:</b>
<ul style="list-style-type: none"> <li>• Half face respirator</li> <li>• Full face respirator</li> <li>• Airline respirator</li> <li>• PAPR</li> <li>• Disposable facepiece (NRP series)</li> </ul>		<ul style="list-style-type: none"> <li>• Chemical Cartridge (white, black, yellow, green or olive label)</li> <li>• HEPA filter (purple label) Combination</li> <li>• Dust/surgical mask <input type="checkbox"/> None</li> </ul>	<ul style="list-style-type: none"> <li>• Unknown</li> <li>• Known (please provide sampling data)</li> <li>• Gas Monitor: Type: _____</li> </ul>

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