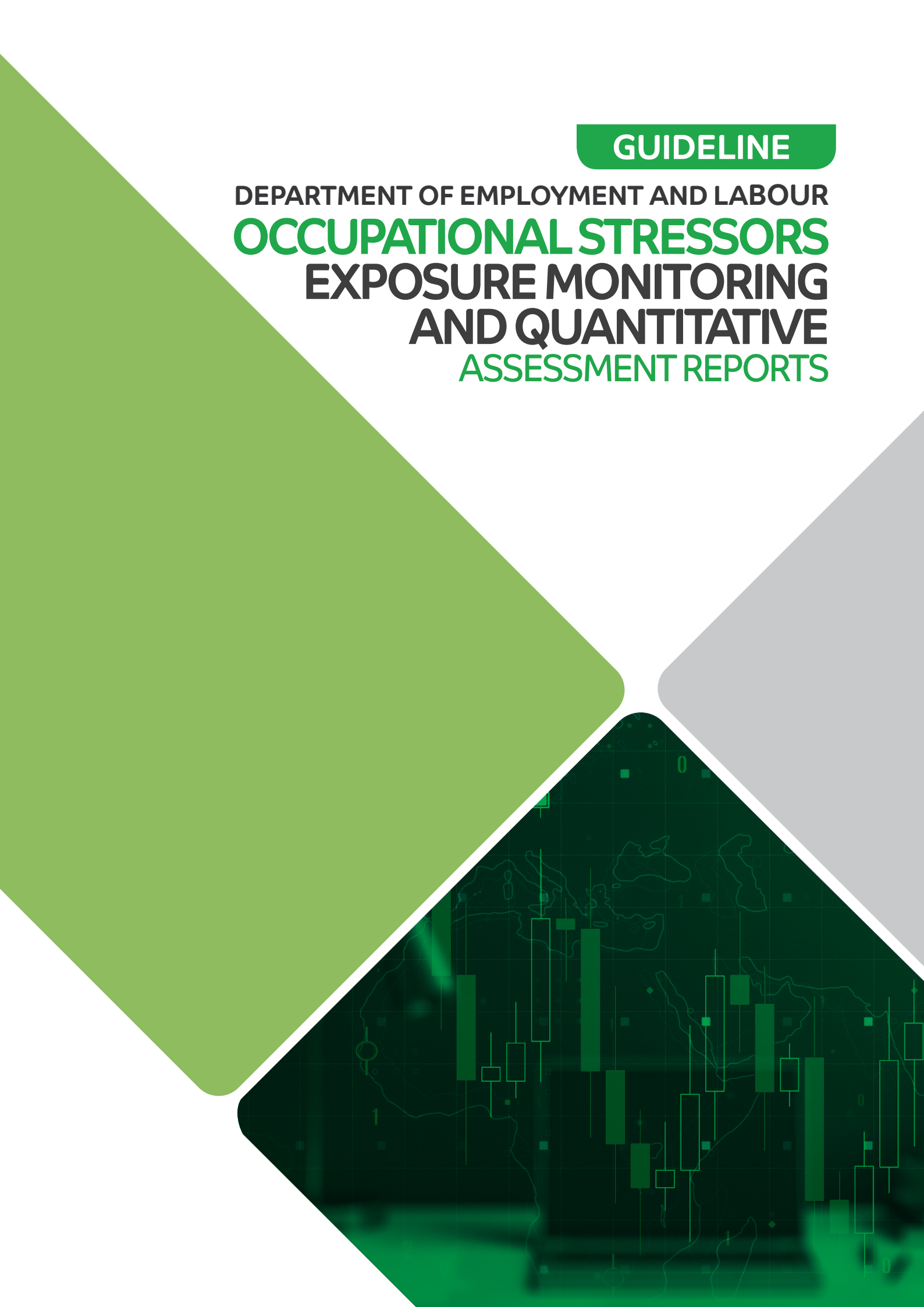


The cover features a large green triangle on the left and a grey triangle on the right, meeting at a point. Below them is a dark green triangle containing a white candlestick chart. The text is positioned in the upper right area.

GUIDELINE

DEPARTMENT OF EMPLOYMENT AND LABOUR
OCCUPATIONAL STRESSORS
EXPOSURE MONITORING
AND QUANTITATIVE
ASSESSMENT REPORTS

GUIDELINE

DEPARTMENT OF EMPLOYMENT AND LABOUR

OCCUPATIONAL STRESSORS EXPOSURE MONITORING AND QUANTITATIVE ASSESSMENT REPORTS



INTRODUCTION

An effective exposure monitoring or quantitative assessment report provides employers with clear and critical information to support their risk assessment. This information is then used in the management of risk and making decisions about the type and level of controls that may be necessary to protect employees.

In general, reports should be written in plain language and should be as short and concise as needed. Ultimately, every report is intended to be read and understood by persons in a workplace, in many cases they will not have specialist training in occupational health and safety or related hazards. Consequently, it is necessary for technical terms to be explained in layman's terms as much as possible.

The reports can vary depending on the purpose of the exposure monitoring or quantitative assessment and the needs of the client, however the basic contents remain the same.

AIM OF THIS GUIDELINE

The aim of this document is to provide guidance to employers, employees, occupational hygiene approved inspection authorities (OH AIAs) and competent persons on what the minimum content in a report, relating to the exposure monitoring or assessing of occupational stressors.

Examples of occupational stressors included, but not limited to -

- hazardous chemical agents, including asbestos and lead
- hazardous biological agents;
- physical agents, including noise; and
- ergonomics.

FORMAT OF REPORT

For OH AIAs, SANAS has prescribed requirements for the formatting of a report. However, for those competent persons' who are not SANAS accredited, the reports they issue should contain at least -

- A unique identification;
- page number and total pages must appear on every page (e.g. page 10 of 20);
- deviation statement, including a reason for the deviation, if the exposure monitoring or quantitative assessment was not carried out over an eight (8) hour period, where applicable; and
- A statement on whether the exposure monitoring or quantitative assessment complied with relevant exposure levels.

NB: The report should be kept as short and concise as possible, while ensuring essential information is included.

CONTENT OF REPORT

In addition to the above mentioned criteria in the format section, any report issued where exposure monitoring or quantitative assessment was conducted for an occupational stressor the following information must be included, as a minimum:

1. EXECUTIVE SUMMARY

An executive summary enables the employer, employee and others to obtain an overview of the report contents. The executive summary should be no more than one page and should describe the aims and objectives (purpose), findings and recommendations of the scope of work covered in the report. The executive summary should be written in simple, plain English and avoid complex scientific terminology, where possible, to maximise its readability to non-technical audiences.

2. TABLE OF CONTENTS

The table of contents should contain a list of all the major sections and sub sections in the report with the page number listed so the reader can find the relevant section. All sections should be clearly labelled and numbered in a manner which is consistent with the rest of the report.

3. LIST OF TABLES/FIGURES/DIAGRAMS/MAPS

A list should be provided, indicating all the tables/figures/diagrams/maps in the report with the page number listed so the reader can find the relevant section.

4. LIST OF TERMS AND ABBREVIATIONS

A list should be provided of all the abbreviations and technical terms that are used in the report that need defining terms for the average report audience.

5. INTRODUCTION

The introduction of the report should contain at least the following information:

- Purpose of report
- Where, when and who conducted the exposure monitoring or quantitative assessment
- Description of processes:
 - » short description of the processes or tasks
 - » shift information
 - » number of employees and SEG information
 - » occupational stressors employees are exposed to
 - » frequency and duration of exposure
- Health effects of the occupational stressor/s
- Results from past exposure risk assessment, exposure monitoring and quantitative assessment reports
- Relevant legislation.

This section can quote or summarise relevant sections of applicable legislation and can provide the reader with guidance on where to obtain further information and access to the legislation. Any applicable legislation should be listed in the reference list.



6. METHODOLOGY

The methodology section should contain at least the following information -

- Procedures followed during monitoring -
 - » Locations, times and duration of personal sampling and a method of identifying individuals monitored or assessed;
 - » If area sampling was also conducted similar details should be provided.
- Methodology used during the exposure monitoring or quantitative assessment
- Sampling strategy -
 - » Specify the sampling strategy to which results will be compared. If there is no relevant strategy, a rationale must be provided justifying the use of an alternative sampling strategy;
 - » Selection of SEGs, including any deviations;
 - » If required, a description of method used to adjust sampling strategy for extended work shifts.
- Equipment used and serial numbers -
 - » List all equipment used during the exposure monitoring or quantitative assessment, including the make, model and serial number.
- Calibration -
 - » Include the date of last calibration of the equipment used;
 - » Copies of calibration certificates can be provided as appendices to the report.
- Period for which exposure monitoring or quantitative assessment was conducted, included any deviations.
- Limitations -
 - » deviations from, additions to or exclusions from the methodology or sampling strategy used, and reasons thereof.

7. RESULTS AND DISCUSSION

The results and discussion section should contain at least the following information -

- accurate, clear and objective results
- comparison with legislated or other exposure standards
- diagrams (floor plan) -
 - » provided for all area exposure monitoring for approved occupational stressors (best practice for non-approved occupational stressors)
- discussion -
 - » interpretation of results;
 - » highlight any high risk exposure;
 - » for area exposure monitoring, reports must indicate the frequency and duration of employees entering the area concerned
- list any acts that the employer should prohibited.
- the working conditions during which monitoring was conducted e.g. normal working conditions and full operation or not.

8. RECOMMENDATIONS

Recommendations are the most important output of the report and will be one of the sections most closely read by the client. Recommendations should be selected using the hierarchy of control or combination thereof and guidance on an appropriate implementation time frame (e.g. urgent, short, medium or long term) should be provided.

The recommendations provided must -

- be linked to the results of the exposure monitoring or quantitative assessment
- be linked to the task or activity which is causing the exposure
- mention -
 - » Existing controls -
 - » implemented correctly and maintained
 - » Additional controls -
 - » specific control measures to be implemented (no copying of the legislation directly)

Note: If the scope of the exposure monitoring or quantitative assessment did not cover all occupational stressors at the workplace, recommendations are to include additional exposure monitoring or quantitative assessment for those occupational stressors not included.

9. CONCLUSION

The conclusion section presents the key information in a concise, logical and priority order. Conclusions should be drawn about whether or not the relevant exposure standard(s) have been exceeded and if the work may harm employee health. Any issues of non-compliance with regulatory requirements should be listed here. Conclusions should also be drawn about adequacy of control and any further practical actions to eliminate or reduce the assessed risk so far as is reasonably practicable.

10. ATTACHMENTS

The following attachments should be included in the report, where applicable -

- Department of Employment and Labour registration certificate
- Current Equipment calibration certificates
- Current SAIOH registration certificate of Inspector and Technical Signatory

11. SIGNATURE

With regard to the signing of the report, there are two options; electronic or manual signature.

- For electronics signature:
 - » only an electronic signature which complies with the strict access control measures and provisions of section 13(3)(a) of the Electronic Communications and Transactions Act of 2002; and
 - » the signature must be that of either the Technical Signatory (for an OH AIA) or the competent person who has the control and is responsible for the report;

The person responsible for the electronic signature will be liable for any outcome that may arise should the signature be improperly used

NOTE: Digital signatures used in Adobe Reader or similar applications will not count as an electronic signature.

- For manual signature:
 - » The name and signature of the Technical Signatory (for an OH AIA) or the competent person who has the control and is responsible for the report must be on every page of the report.





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