Developing an Industrial Hygiene Implementation Plan (IHIP) Process: The steps an Industrial Hygiene (IH) Technician must take to create an IHIP for facilities and work place environments

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Point of Contact
Division: Office of the Chief Surgeon (ARNG-CSG)

Description
The IH technician is required to develop an IHIP plan annually to document future worksite evaluations and to create a schedule for inspection of the State's work facilities. The IHIP schedule and evaluation prioritization requires the IH technician to request input from external stakeholders. Once the schedule is established, the IH technician begins the process by requesting a list of facilities and their statuses from the Facilities Maintenance Office (FMO). The IH technician compiles a list of workplace operations for each facility on this list and, through interviews and research, assigns each operation a risk category. The Regional IH Program Manager, Occupational Health (OH) nurse, and IH technician review the IHIP together; and the IH technician prepares the final document and files it both in paper and electronic copy.

Regulations and Supporting Resources
AR 40-5, Section 1-7, Paragraphs (c), (d), (e), Preventive Medicine

AR 385-10, The Army Safety Program

DA PAM 40-503, Paragraphs 3-6 and Appendix C, Industrial Hygiene Program

DODI 6055.1, Sections E3.5.3.1, E3.4.1.2, and E2.1.22, DoD Safety and Occupational Health (SOH) Program

DODI 6055.05, Enclosure 3, Occupational and Environmental Health (OEH)

Work Center Description, Office of the State Surgeon, Occupational Health/Industrial Hygiene (paper copy)

Documents and Forms
List of facilities and their statuses

List of workplace operations

Material Safety Data Sheets (MSDS)

Risk Assessment Matrix

Worksite evaluation schedule

Related Processes
Conducting an Industrial Hygiene (IH) Worksite Survey Process
The process through which an IH Technician conducts a worksite survey for an existing location

Systems
N/A

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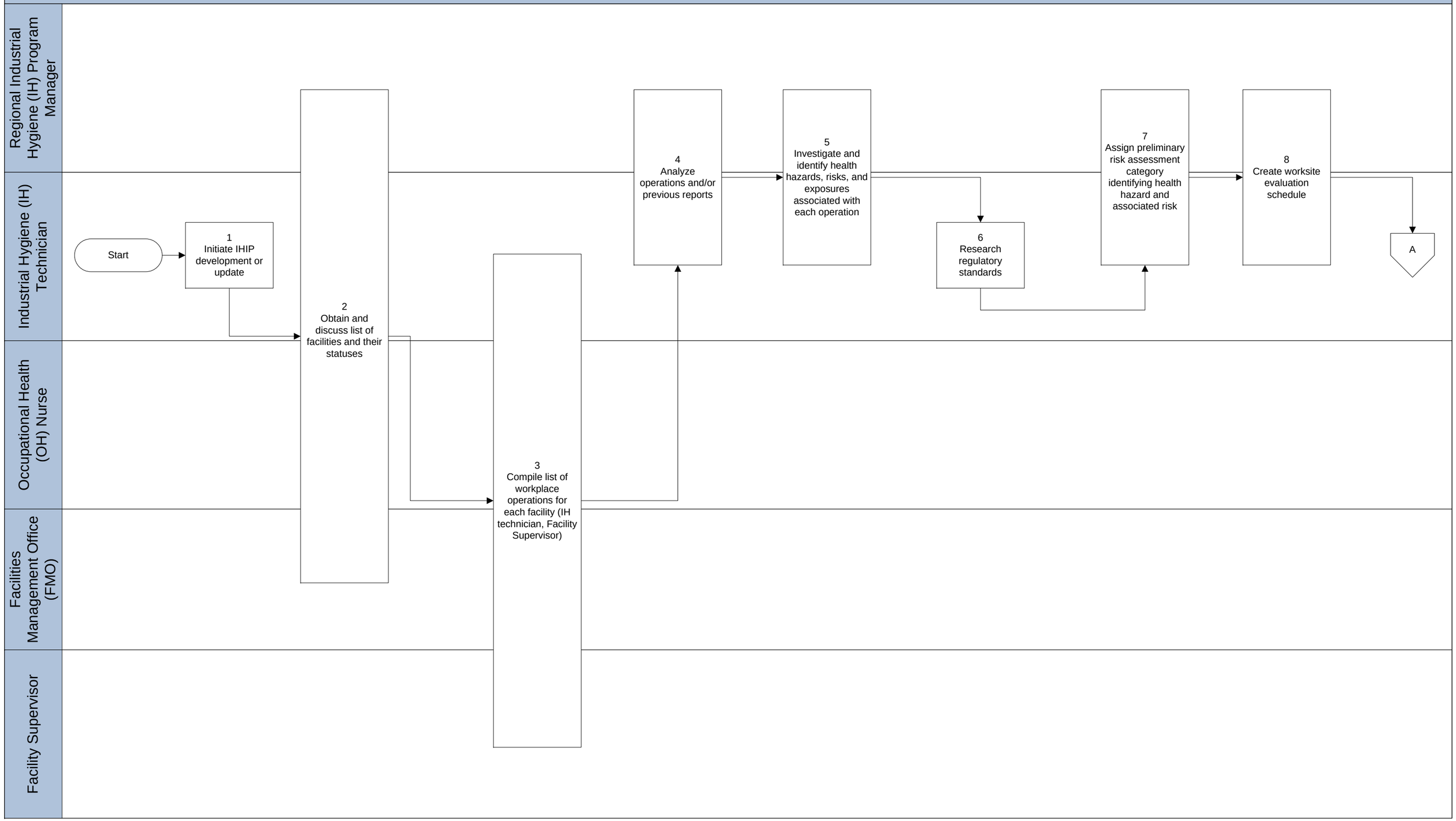
Manual Activity | Decision | Predefined Process | System Related Activity | Terminator | Off-Page Connector

Note: The numbers on this process map are for reference purposes only and do not denote the sequence of the process



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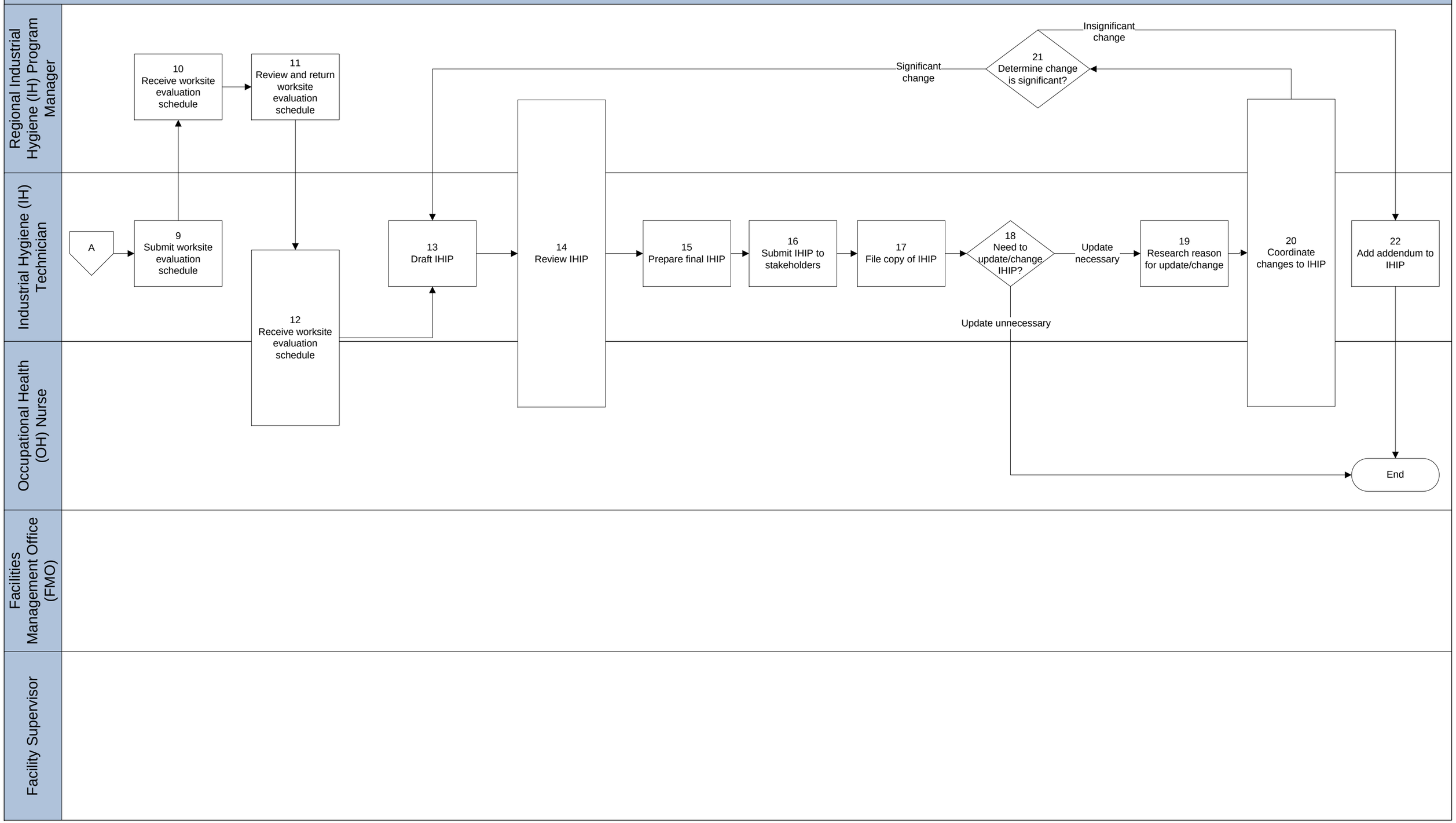

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No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Initiate IHIP development or update	Several months prior to the beginning of each fiscal year, the IH technician must develop or update an IHIP to document and track the location evaluations that need to occur within the given region. All worksites should be reviewed annually.				
2	Obtain and discuss list of facilities and their statuses	IH technician collaborates with the Occupational Health (OH) nurse, Regional Industrial Hygiene (IH) Program Manager, and Facilities Maintenance Office (FMO) to begin IHIP development by discussing pertinent details regarding the list of facilities within the given region. Once the IH technician requests and receives the list of facilities and their statuses from the Facilities Maintenance Office, the IH technician facilitates communication regarding individual location details with the above listed stakeholders. Details may include date last evaluated, new equipment being used, different jobs being completed on premises, change in location structure, etc. This communication occurs via email or telephone.		List of facilities and their statuses		

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
3	Compile list of workplace operations for each facility (IH technician, Facility Supervisor)	IH technician coordinates with the Facility Supervisor of each facility to compile a list of workplace operations for each location. The IH technician references previous reports, as well as verbally interviews each Facility Supervisor regarding what specific operations occur in each facility. If a Facility Supervisor is not available, the IH technician will interview the Acting Supervisor.		List of workplace operations		
4	Analyze operations and/or previous reports	IH technician conducts background research examining operations and/or previous reports (i.e., Material Safety Data Sheets (MSDS)). IH technician works with the Regional IH Program Manager if necessary.		MSDS		
5	Investigate and identify health hazards, risks, and exposures associated with each operation	IH technician verifies accuracy of previous reports and annotates the risks associated with new or changed operations. IH technician works with the Regional IH Program Manager if necessary.				
6	Research regulatory standards	IH technician researches the regulatory standards that apply to each operation. After reviewing the hazards of a specific facility, the IH technician must reference regulatory standards maintained by Occupational Safety and Health Administration (OSHA), American Conference of Governmental Industrial Hygienists (ACGIH), National Institute for Occupational Safety and Health (NIOSH), as well as detailed in AR 40-5 (Preventive Medicine), and DA PAM 40-503 (Industrial Hygiene Program).	ACGIH AR 40-5 DA PAM 40-503 OSHA NIOSH			

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
7	Assign preliminary risk assessment category identifying health hazard and associated risk	IH technician assigns a preliminary risk category identifying both the health hazard and associated risk for each operation creating a Risk Assessment Matrix. This process is accomplished by examining the hazard; time, severity, and probability all need to be taken into account by the IH technician. IH technician works with the Regional IH Program Manager if necessary.	AR 40-5 AR 385-10 DA PAM 40-503	Risk Assessment Matrix		
8	Create worksite evaluation schedule	IH technician creates a worksite evaluation schedule by prioritizing the list of facilities. This process is completed by examining the following information for each facility: list of workplace operations, preliminary risk assessment, and time lapsed since the last location evaluation. The risk assessment component takes into account exposure risks from chemical, biological, radiological, and physical hazards. The actual prioritization will be influenced by the IH technician's previous experience and training. The IH technician should work with the Regional IH Program Manager to answer any questions that could arise during this process step.		Worksite evaluation schedule		There are two types of mandatory training programs that an IH technician must complete:1) Intro to IH at Ft. Sam, Houston, 2 week course duration; 2) Intermediate IH from Army or University of North Carolina, 2 week course duration.
9	Submit worksite evaluation schedule	IH technician submits the worksite evaluation schedule to the Regional IH Program Manager.		Worksite evaluation schedule		
10	Receive worksite evaluation schedule	Regional IH Program Manager receives the worksite evaluation schedule.		Worksite evaluation schedule		

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
11	Review and return worksite evaluation schedule	Regional IH Program Manager reviews worksite evaluation schedule. If the Regional IH Program Manager and IH technician differ in opinion regarding this list, the Regional IH Program Manager holds ultimate authority.		Worksite evaluation schedule		
12	Receive worksite evaluation schedule	IH technician and/or OH nurse receive the worksite evaluation schedule.		Worksite evaluation schedule		
13	Draft IHIP	IH technician composes an initial draft of the IHIP. IH technician should reference previous IHIPs to help with this process if necessary.				
14	Review IHIP	Reviewing the IHIP is a collaborative effort between the Regional IH Program Manager, OH nurse, and IH technician. The stakeholders must determine the facilities to be surveyed and the priority of the location visits. This process can be carried out via phone, email, or in person as necessary.				
15	Prepare final IHIP	IH technician synthesizes all of the previously gathered information and populates the final version of the IHIP.				If the State/Territory does not have an IH Tech or an OH/IH Tech, the Regional IH Program Manager should be contacted for further guidance and/or assistance.
16	Submit IHIP to stakeholders	IH technician submits the IHIP to the Regional IH Program Manager and OH nurse.				

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
17	File copy of IHIP	IH technician files the IHIP in the local and Regional IH Program Manager offices. The IH technician must archive both electronic and hard copy versions of this document.				There is currently no standardized system or repository to hold these digital documents.
18	Need to update/change IHIP?	Periodically the IHIP is reviewed and the IH technician determines if there is an update or change that needs to be made to the IHIP. Changes are often circumstantial based on change in budget, manpower, and/or risk assessment factors.				
19	Research reason for update/change	If an update/change needs to be made, the IH technician must determine the reason for this update/change.				
20	Coordinate changes to IHIP	Regional IH Program Manager, OH nurse, and IH technician collaborate to correctly update the IHIP based on the reason for the update/change.				
21	Determine change is significant?	Regional IH Program Manager determines if the update/change is significant enough that a new IHIP needs to be drafted or if an addendum may be added to the existing IHIP.				
22	Add addendum to IHIP	With the approval of the Regional IH Program Manager, the IH technician adds an addendum to the IHIP describing the update/change and resulting actions.				