

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

| No. | Activity/Decision Point Name | Description | Regulations and Supporting Resources | Documents and Forms | Systems | Notes |
|-----|--|--|--------------------------------------|---|---------|--|
| 1 | Identify need to conduct an IH worksite survey | IH technician identifies a need or receives a request to conduct an IH worksite survey. | | | | |
| 2 | Relay that an IH worksite survey is required and receive guidance | IH technician contacts Regional IH Program Manager to confirm worksite survey and seek guidance regarding the impending evaluation. The Regional IH Program Manager will provide guidance, meet equipment needs, and join IH technician if needed. | | | | Regional IH Program Manager may provide equipment if the IH technician does not already have existing equipment. |
| 3 | Request worksite documents and forward facility information sheet | IH technician requests worksite documents to prepare for survey (i.e., blueprints, design specifications, Material Safety Data Sheets (MSDS), and prior worksite evaluations) from Shop Supervisor. Additionally the IH technician forwards the facility information sheet to the Shop Supervisor for completion. This should occur one month prior to the anticipated survey. | | Blueprints Design Specifications Facility Information Sheet MSDS Prior Worksite Evaluations | | |
| 4 | Complete facility information sheet and forward worksite documents | Shop Supervisor completes facility information sheet and forwards to IH technician in addition to any other available worksite documents. This should occur within 2 weeks of receiving the facility information sheet. | | Facility Information Sheet | | |

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| 5 | Receive and review appropriate documents | IH technician receives information from Shop Supervisor and, with the Regional IH Program Manager, reviews MSDS (copy) and chemical inventory documents, and evaluates severity of hazard. | | Chemical Inventory Documents MSDS | | |
| 6 | Develop Worksite Survey Strategy | Based on their previous research, the IH technician and Regional IH Program Manager develop the Worksite Survey Strategy which details the necessary surveys and sampling (if required) that must be conducted at the given location. | | Worksite Survey Strategy | | |
| 7 | Prepare schedules (IH technician, Shop Supervisor, Regional IH Program Manager, OH Nurse, FMO) | Shop Supervisor, IH technician, Regional IH Program Manager, OH nurse, and FMO prepare the schedules for the worksite evaluation, detailing specific action items corresponding to the Worksite Survey Strategy. State Safety office must be informed of prepared schedules. | | | | |
| 8 | Collect and pre-calibrate necessary equipment and coordinate with lab | IH technician coordinates with Regional IH Program Manager to collect and calibrate necessary equipment and coordinates with the lab to complete the survey. | | | | Only accredited labs may be utilized. |
| 9 | Travel to worksite with equipment | IH technician and Regional IH Program Manager (if applicable) travel to the worksite with necessary equipment to complete survey. | | | | |
| 10 | Conduct inbrief | IH technician conducts inbrief with Shop Supervisor and employees. During this meeting the IH technician will be introduced and explain the purpose and nature of the visit as well as the sampling schedule. This is an opportunity for the Shop Supervisor and site workers to ask any questions/voice concerns. | | | | |

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| 11 | Conduct workplace operation health hazard analysis | IH technician assess potential hazards in the workplace including, potential chemical, physical, or biological health hazards in workplace. Additionally, the IH technician identifies any operations that may need to be examined in a future survey. | | DD Form 2214 | | |
| 12 | Conduct personal/general area air sample | IH technician conducts personal/general area air sample if required by Worksite Survey Strategy. Reference Work Center Description (WCD) 2.8 for guidance. | WCD 2.8 | Worksite Survey Strategy | | |
| 13 | Collect wipe sample | IH technician collects wipe sample if required by Worksite Survey Strategy. Reference WCD 2.9 for guidance. | WCD 2.9 | Worksite Survey Strategy | | |
| 14 | Collect bulk sample | IH technician collects bulk sample if required by Worksite Survey Strategy. Reference WCD 2.10 for guidance. | WCD 2.10 | Worksite Survey Strategy | | |
| 15 | Prepare sampling and chain of custody documents | IH technician, in coordination with Lab, prepares sampling and chain of custody documents, including priorities. | | | | |
| 16 | Conduct lighting sample | IH technician evaluates the lighting in lumens if required by the Worksite Survey Strategy. | | Worksite Survey Strategy | | Not included in Work Center Description (WCD). |
| 17 | Conduct ventilation measurement | The IH technician conducts ventilation measurement if required by the Worksite Survey Strategy. Reference WCD 2.11 for guidance. | WCD 2.11 | Worksite Survey Strategy | | |
| 18 | Conduct sound level measurements on equipment | The IH technician conducts sound level measurements on equipment if required by the Worksite Survey Strategy. This process involves measuring the individual noise output of each machine individually. Reference WCD 2.12 for guidance. | WCD 2.12 | Worksite Survey Strategy | | |

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| 19 | Conduct noise dosimetry | The IH technician conducts noise dosimetry if required by the Worksite Survey Strategy. This process involves measuring all of the various sound levels to which an individual employee is exposed during the work day. Reference WCD 2.13 for guidance. | WCD 2.13 | Worksite Survey Strategy | | |
| 20 | Conduct post calibration for equipment as necessary | IH technician collects and post calibrates all equipment (e.g., sampling pumps, sound level meters, etc.) used in the survey which had undergone pre-calibration. | | | | |
| 21 | Conduct Outbrief | IH technician conducts outbrief with Shop Supervisor and employees. During this meeting the IH technician will provide preliminary findings, on-the-spot corrections, and projected report date. | | | | |
| 22 | Travel from worksite with equipment | IH technician leaves worksite with equipment. | | | | |
| 23 | Organize and process collected data | IH technician synthesizes the information collected by completing the following steps: 1. Send samples requiring lab analysis (obtained in steps 12-15) to lab. 2. Categorize, organize, and tabulate sample data from direct reading instruments for analysis. 3. Clarify and corroborate field notes. | | | | |
| 24 | Receive and analyze sample results | Lab receives samples from IH technician and analyzes the sample results. | | | | |
| 25 | Ship results report | Lab ships results report to IH technician. | | Results Report | | |

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| 26 | Receive and review results report | IH technician organizes, tabulates, and incorporates lab data into other survey data for review and further analysis. IH technician coordinates with Regional IH Program Manager to further examine results. | | Results Report | | |
| 27 | Prepare draft report and submit | The IH technician prepares draft report and submits to Regional IH Program Manager. The IH technician assigns Risk Assessment Code (RAC) to operations or chemical, physical, or biological health hazards for inclusion in worksite prioritized abatement action plans. IH technician identifies exposed employees and identifies corrective measures for both exposed employees and other identified hazards. IH technician recommendations can include substitution and Personal Protective Equipment (PPE). | | Draft Report | | |
| 28 | Review draft report | IH technician, OH Nurse, and Regional IH Program Manager review report and identify grammatical and technical errors. | | Draft Report | | |
| 29 | Make corrections to draft report | IH technician makes corrections to report. | | Draft Report | | |
| 30 | File and distribute final report to stakeholders | IH technician files and distributes final IH worksite evaluation report to stakeholders. Submit copies to Shop Supervisor, Regional IH Program Manager, and OH nurse for their personal reference. These may be used to generate future IHIPs. If necessary, the IH technician identifies any operations that may need to be examined in a future survey. | | Final IH Worksite Evaluation Report | | |