

Conducting an Industrial Hygiene (IH) Worksite Survey

Process: The process through which an IH Technician conducts a worksite survey for an existing location

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

Description

The IH technician is required to conduct a worksite survey periodically to ensure that the facility is up to current standards and functioning correctly. After identifying that a worksite needs to be evaluated, the IH technician works with the Regional IH Program Manager to research the survey history of the location and uses this information to develop a Worksite Survey Strategy. This document details the necessary samples that must be collected at the given location. After completing the survey, the IH technician analyzes the samples and compiles a final IH worksite evaluation report providing a detailed explanation of the findings.

Regulations and Supporting Resources

[AR 385-10, The Army Safety Program](#)

[AR 40-5, Preventive Medicine](#)

[DA PAM 40-503, Industrial Hygiene Program](#)

[DoDI 6055.05, Occupational and Environmental Health \(OEH\)](#)

[DoDI 6055.1, DoD Safety and Occupational Health \(SOH\) Program](#)

[Work Center Description \(WCD\) – Office of the State Surgeon – Occupational Health / Industrial Hygiene](#)

Documents and Forms

Blueprints

Chemical Inventory Documents

[DD Form 2214, Noise Survey](#)

Design Specifications

Draft Report

Facility Information Sheet

Final IH Worksite Evaluation Report

Material Safety Data Sheets (MSDS)

Prior Worksite Evaluations

Results Report

Worksite Survey Strategy

Related Processes

[Developing an Industrial Hygiene Implementation Plan \(IHIP\) Process](#)

Point of Contact

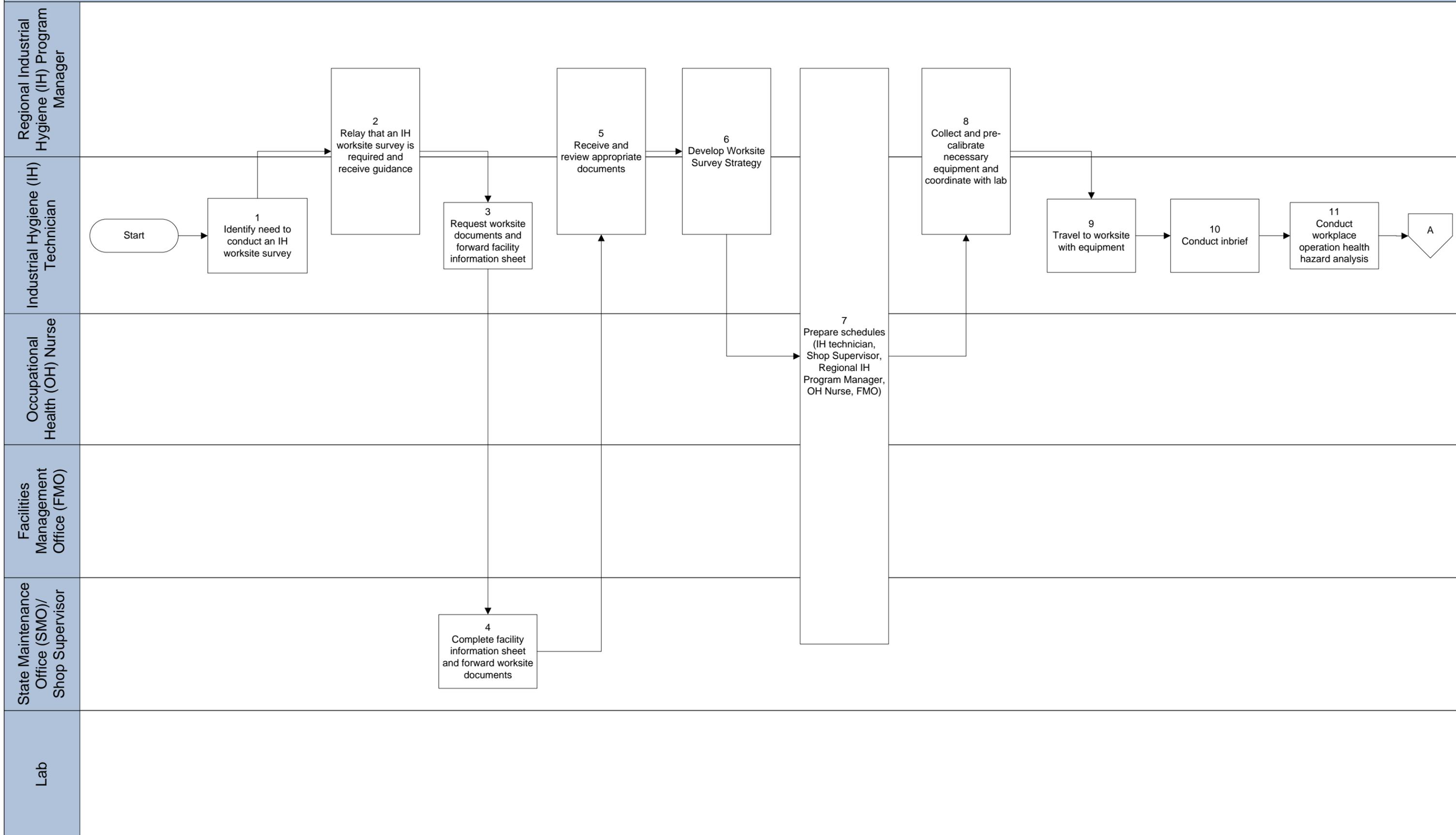
Division: Office of the Chief Surgeon (ARNG-CSG)

23 SEP 10

Conducting an Industrial Hygiene (IH) Worksite Survey Process: The process through which an IH Technician conducts a worksite survey for an existing location
 (Pg. 1 of 2)



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



Conducting an Industrial Hygiene (IH) Worksite Survey Process: The process through which an IH Technician conducts a worksite survey for an existing location
 (Pg. 2 of 2)



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

Regional Industrial Hygiene (IH) Program Manager

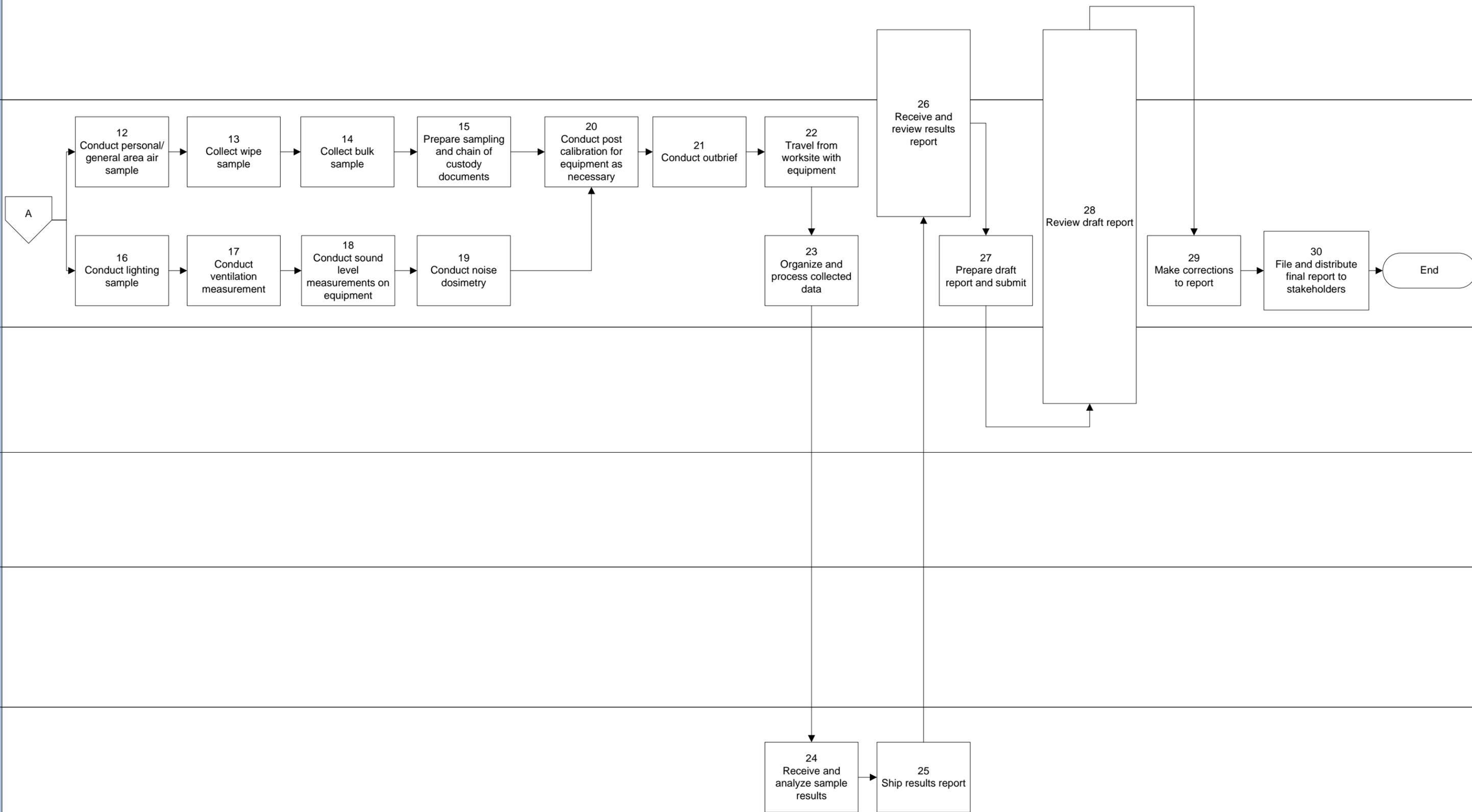
Industrial Hygiene (IH) Technician

Occupational Health (OH) Nurse

Facilities Management Office (FMO)

State Maintenance Office (SMO)/ Shop Supervisor

Lab



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		

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
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.				

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
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		

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
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		

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
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		