



Occupational Hygiene Report Writing Information Sheet

August, 2014

This information sheet has been prepared by the Health and Safety Authority to provide guidance to occupational hygiene professionals and their clients on the contents and structure of a basic occupational hygiene survey report.

The ability to write effective reports helps occupational hygienists achieve their goals of preventing and controlling workplace hazards. Effective occupational hygiene reports provide employers with clear and critical information to support their Risk Assessment requirements under Regulation 4 of the Safety, Health and Welfare at Work (Chemical Agent) Regulations 2001 (S.I. No 619/2001)

The reports can vary depending on the purpose of the monitoring and the needs of the client; however the basic contents remain the same. Regardless of the type of report, all reports should include the following common elements.

A typical report is divided into the following contents:

- Title
- Executive summary
- Introduction
- Process description
- Methods and measurements
- Results and discussion
- Conclusions and recommendations.

Occupational Hygiene Survey Report

Title

The report title should include a title page with the following information:

- A title summarising the nature of the survey
- Date of the report
- Name and address of the client
- Name and address of the consultant or organisation carrying out the work
- Name and signature of the hygienist(s) or person(s) who prepared the report
- Where appropriate, name and signature of consultant who approved the final report.



Executive Summary

- A one-page summary of purpose, main activities, findings, and conclusions
- Includes the questions and their answers as raised when requesting the work.

Introduction

- Detailed description of purpose of survey
- The terms of reference under which the report was commissioned.
- What information was provided
- Date(s) of visit(s) and identify the site(s) visited

Process Description

Where a survey of a process or workplace is completed the following should be described:

- The process or the area being surveyed
- Conditions at the time
 - The number of employees
 - Duration of work shift(s)
 - Task frequency and duration
- Diagrams or photographs to show the locations of employees monitored and conditions.

Methods and Measurements

The following should be included:

- Sampling procedures
- Analytical procedures
- Relevant technical standards
- Locations, times and duration of personal or area (static) sampling
- Names of individuals monitored

Results and Discussion

- Results
 - In the body of report or as an appendix. This depends on the amount of detail and complexity of information gathered.
 - Results must be traceable to original field notes to enable verification of supporting data (e.g. identity of any pieces of equipment or machinery relevant to the survey)
- The number of employees, duration of the work shift(s) sampling strategy (number and types of employees monitored, representative monitoring, fullshift, activity focused etc.) e.g. see *EN 689:1995 Workplace atmospheres – Guidance for the assessment of exposure by inhalation to chemical agents for comparison with limit values and measurement strategy, EN 689:1995* .
- Recognised sampling and analytical method e.g. MDHS, UK (Methods for Determining Hazardous Substances) or NIOSH (US) Manual of Analytical Methods
- Description of monitoring equipment used.
- Actual monitoring parameters (breathing zone, flow rate, inhalable or respirable fractions etc.)
- Limits of detection and or other analytical caveats
- Identity of analyst and laboratory
- Identity of monitoring/surveying technician if not the author
- Instrument calibration methods (calibration records appended to report)

Findings:

Analytical results and related derived levels in text or tables of results and relevant derivations should include:

- Name or identifier of employee monitored
- Identifier and location of static or area samples.
- Description of operation or process
- Sampling/monitoring time
- Sample result
- Adjusted results (averaged, time weighted, computation of numerous analytes – additive, synergistic)
- Note engineering controls – e.g. local exhaust ventilation
- Results of statistical analysis – see EN698:1995 above

Recommendations:

- Actions based on findings – e.g. additional control measures
- Information to employees
- Medical evaluations?
- Further exposure monitoring?

Appendices:

- Tables of data
- Field observations during monitoring
- Calibration details
- Certificates of analysis
- Diagrams, drawings, photos.
- Equipment specifications

Conclusions:

Discussion of findings:

- Interpretation of findings
 - o correlation with occupational exposure limits
 - o additive effects
 - o potential health effects
 - o comparison with applicable Regulations

For further information, see www.hsa.ie

