

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 42 – Occupational Hygiene

1. PURPOSE

This procedure describes requirements for the control of workplace stressors (physical and chemical) which may give rise to ill health in the workplace.

2. MANDATORY REQUIREMENTS

1. A suitably qualified person shall be identified by the company as a resource for information relating to issues with occupational hygiene i.e. an Occupational Hygienist.
2. An inventory of all potential hygiene stressors (e.g. chemical, noise, heat, vibration etc.) and hazardous substances used at the place of work shall be prepared and maintained.
3. Where a hygiene stressor has been identified, a risk assessment shall be conducted and an action plan shall be established and applied to minimise the risk as far as practicable against any identified significant risk.
4. Hazard and risk assessments and the development of action plans shall be lead by suitably experienced, trained people i.e. persons who are familiar with risk analysis techniques in conjunction with the identified occupational hygiene resource.
5. Potentially exposed employees shall be trained in the nature of the hygiene hazards present and the measures implemented or required to control the risk of exposure.
6. Where there is a potential of exposure to a significant hygiene stressor, an exposure monitoring program shall be established and applied by the occupational hygiene resource i.e. the Occupational Hygienist.
7. The results of such monitoring programs shall be managed such that the information is used to eliminate or control the hazard, the information obtained remains confidential and where required by local legislation, such information shall be provided to a Regulator Body i.e. WorkCover.
8. OHS&R training records shall be retained indefinitely.
9. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

3. RESPONSIBILITIES

Responsible Manager

Ensure compliance with the requirements of this procedure.

4. REFERENCE DOCUMENTATION

A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION