

Airborne contaminants – Assessment Tool

KEY	LEGISLATION, GUIDANCE AND STANDARDS
s	<i>Health and Safety in Employment Act 1992</i>
r	<i>Health and Safety in Employment Regulations 1995</i>
	<i>Safety, Occupational Health and HSNO Tools Booklet Carbon monoxide - Invisible and deadly (Fact Sheet) Workplace Exposure Standards and Biological Exposure Indices</i>
ISO	<i>Isocyanates - Approved Code of Practice (ACOP)*</i>
MOSHH	<i>Hazardous substances - Management of substances hazardous to health in the place of work - Approved Code of Practice (ACOP)*</i>

***Please note the year of production of material. Contact TECHNICALL for advice if in doubt**

Elements for Inspection	Ref.	Evidence
<p>1 Identify the hazard</p> <p>Are you satisfied that airborne contaminants have been identified?</p> <p>Consider:</p> <ul style="list-style-type: none"> Hazardous substances, particulates, gases, vapors Swab surveys MOSHH assessment Monitoring of contaminant levels and health monitoring 	<p>s7(1)(a)</p> <p>s7(1)(b)</p> <p>MOSHH 16</p> <p>ISO 17</p>	<ul style="list-style-type: none"> Verbal Documented hazard ID/system Hazardous substances inventory Safety data sheet
<p>2 Risk assessment</p> <p>Are you satisfied that the employer has assessed the level of risk those airborne contaminants present?</p> <p>Consider:</p> <ul style="list-style-type: none"> Likelihood: Duration and frequency of exposure, Nature of the contaminant itself: volatility, size, concentration Monitoring of workplace exposure levels Consequences e.g. respiratory issues 	<p>s7(1)(c)</p> <p>MOSHH 16</p>	<ul style="list-style-type: none"> Verbal Documented system detailing risk assessment Safety data sheet Workplace exposure standards
<p>3 Controlling the contaminants (elimination and isolation)</p> <p>Are you satisfied that the hierarchy of controls has been considered?</p> <p>Consider:</p> <ul style="list-style-type: none"> Substitution of the contaminant or equipment producing contaminant Enclosure of process and local ventilation Automating the process 	<p>s8-9</p> <p>MOSHH 22</p> <p>ISO 20</p>	<ul style="list-style-type: none"> Observation Documented system detailing controls

<p>4 Controlling the contaminants (minimisation)</p> <p>Where minimisation is used, are you satisfied that the controls are adequate?</p> <p>Consider:</p> <ul style="list-style-type: none"> Work patterns to reduce exposure Proper fit, maintenance replacement of respirators Compatibility with other PPE/RPE e.g. glasses Maintenance of plant and equipment releasing contaminants Clear labelling and storage Spill and emergency procedures 	<p>s10</p> <p>s19</p> <p>MOSHH 22</p> <p>ISO 20</p>	<ul style="list-style-type: none"> Observation of use, fit storage, stocks Proof of fit testing Shift rosters Documented system Verbal
<p>5 Monitoring the health effects of contaminants</p> <p>Are you satisfied that exposure to contaminants is adequately monitored where it has been identified as a significant hazard?</p> <p>Consider:</p> <ul style="list-style-type: none"> Discomfort surveys Respiratory testing for employees 	<p>s10</p> <p>MOSHH 27</p> <p>ISO 32</p>	<ul style="list-style-type: none"> Testing invoice Results (note privacy) Scheduled testing Verbal assertions from employees
<p>6 Serious harm and investigations</p> <p>Are you satisfied that the employer understands and has implemented the requirements around serious harm and investigations?</p> <p>Consider:</p> <ul style="list-style-type: none"> Accident register Loss of consciousness and respiratory disease are serious harm. They must be reported to WorkSafe NZ Investigation (review) into how and why harm from contaminants has occurred and putting in place controls to prevent further harm 	<p>s25</p> <p>s7(2)</p> <p>Sch 1</p>	<ul style="list-style-type: none"> Accident register Corrective actions taken Investigation reports
<p>7 Training, information and supervision</p> <p>Are you satisfied that all workers exposed to airborne contaminants have been provided with adequate information and training and are supervised until competent?</p> <p>Are you satisfied that those responsible for purchasing plant and design of the workplace take airborne contaminants into account?</p> <p>Consider:</p> <ul style="list-style-type: none"> Workers understanding and observed use if RPE Persons responsible for cleaning and storage and purchase Signage and information in/around designated areas Monitoring by managers and supervisors of proper fit and use of RPE 	<p>s12</p> <p>s13</p> <p>ISO 27</p> <p>MOSHH 14</p> <p>MOSHH 30</p>	<ul style="list-style-type: none"> Observation Information on potential contaminants Assertions from workers, supervisors and managers Training invoices Fit testing Material Safety Data Sheets
<p>8 Worker participation</p> <p>Are you satisfied that the employer actively tries to involve employees in health and safety?</p> <p>Consider:</p> <ul style="list-style-type: none"> Provision of reasonable opportunities Talking point sessions Involvement in hazard ID and assessment 	<p>s19B</p>	<ul style="list-style-type: none"> Verbal Assertions from workers Meeting minutes