

# Airborne contaminants – Assessment Tool

KEY	LEGISLATION, GUIDANCE AND STANDARDS
<b>s</b>	<i>Health and Safety in Employment Act 1992</i>
<b>r</b>	<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>
<b>ISO</b>	<i>Isocyanates - Approved Code of Practice (ACOP)*</i>
<b>MOSHH</b>	<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><b>1 Identify the hazard</b></p> <p>Are you satisfied that airborne contaminants have been identified?</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>Hazardous substances, particulates, gases, vapors</li> <li>Swab surveys</li> <li>MOSHH assessment</li> <li>Monitoring of contaminant levels and health monitoring</li> </ul>	<p>s7(1)(a)</p> <p>s7(1)(b)</p> <p>MOSHH 16</p> <p>ISO 17</p>	<ul style="list-style-type: none"> <li>Verbal</li> <li>Documented hazard ID/system</li> <li><a href="#">Hazardous substances inventory sheet</a></li> <li><a href="#">Safety data sheet</a></li> </ul>
<p><b>2 Risk assessment</b></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"> <li>Likelihood: Duration and frequency of exposure,</li> <li>Nature of the contaminant itself: volatility, size, concentration</li> <li>Monitoring of workplace exposure levels</li> <li>Consequences e.g. respiratory issues</li> </ul>	<p>s7(1)(c)</p> <p>MOSHH 16</p>	<ul style="list-style-type: none"> <li>Verbal</li> <li>Documented system detailing risk assessment</li> <li><a href="#">Safety data sheet</a></li> <li>Workplace exposure standards</li> </ul>
<p><b>3 Controlling the contaminants (elimination and isolation)</b></p> <p>Are you satisfied that the hierarchy of controls has been considered?</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>Substitution of the contaminant or equipment producing contaminant</li> <li>Enclosure of process and local ventilation</li> <li>Automating the process</li> </ul>	<p>s8-9</p> <p>MOSHH 22</p> <p>ISO 20</p>	<ul style="list-style-type: none"> <li>Observation</li> <li>Documented system detailing controls</li> </ul>

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