

# Health and Safety Guidelines: HSG 4.2

## Workplace Exposure Monitoring



### 1. Purpose

This document provides guidance on monitoring exposure to Airborne Contaminants, Hazardous Substances and other hazards, and managing the risks of those exposures.

### 2. Scope

This document applies to Leaders and Supervisors, the Infrastructure and Facilities Services, the Health and Safety Team, and Workers.

### 3. Definitions

In the context of the Health and Safety Management System Framework:

- (a) **Airborne Contaminant** means a Hazardous Substance in the form of a fume, mist, gas, vapour or dust, and includes micro-organisms.
- (b) **Hazardous Substance** means a substance that:
  - (i) is included on the [GHS Hazardous Chemical Information List](#) published by the National Occupational Health and Safety Commission [NOHSC:10005(1994)], which can be found on the [Safe Work Australia website](#); or
  - (ii) has been classified as a hazardous substance by the manufacturer or importer in accordance with the [Approved Criteria for Classifying Hazard Substances](#) published by the National Occupational Health and Safety Commission [NOHSC:1008(1994)].
  - (iii) has been classified as a hazardous substance by the manufacturer or importer in accordance with the *Approved Criteria for Classifying Hazardous Substances* published by the National Occupational Health and Safety Commission [NOHSC:1008(1994)].
- (c) **Regulatory requirements** means the legal obligations imposed upon the University, its officers and employees, and other Workers under:
  - (i) the [Work Health and Safety Act 2011 \(NSW\)](#); and

- (ii) the [Work Health and Safety Regulation 2011 \(NSW\)](#).
- (b) **Leaders and Supervisors** means any member of the University who is responsible for supervising staff and/or for undergraduate or postgraduate students and/or for leading research projects.
- (d) **Worker** includes an employee, conjoint, student on work experience, contractor, sub-contractor, and volunteer.
- (e) **Workplace Exposure Monitoring** means undertaking an assessment of the potential exposure to a Hazardous Substance or other hazard e.g. noise in the workplace, and includes sampling and analysis to determine the level of risk to Workers.

## 4. Responsibilities

### 4.1 Workers

All Workers must follow any directions of personnel undertaking Workplace Exposure Monitoring, and any signage relating to Workplace Exposure Monitoring, to avoid disrupting or contaminating any results.

### 4.2 Infrastructure and Facilities Services (IFS)

- (a) IFS will undertake or arrange for Workplace Exposure Monitoring in line with Regulatory requirements for activities that involve potential for contamination by a Hazardous Substance. This may include monitoring prior to work commencing, during the work and after completion to provide data on potential exposures at each stage of the work.
- (b) IFS will maintain a Hazardous Substance Register in respect of all University premises and locations.

### 4.3 Health and Safety Team

- (a) The Health and Safety Team can provide advice and support to IFS requests in respect to the type of Workplace Exposure Monitoring and the qualification of the personnel undertaking any Workplace Exposure Monitoring.
- (b) The Health and Safety Team will obtain all reports and outcomes of Workplace Exposure Monitoring to ensure that records are maintained appropriately.
- (c)

- 5.** Where there is a potential for a Worker to be exposed to a Hazardous Substance, the Health and Safety Team can provide support in the form of information and explanation as required.

### **5.1 Risk Assessment**

- (a) Where a hazardous material, chemical, or airborne contaminant is thought to exist, an assessment will be undertaken by a suitably competent person.
- (b) Where a material or substance is to be disturbed and may place a person at risk, and where there is no guarantee that the material is safe, sampling, testing and monitoring is to be arranged through IFS.

See also UON *Key Risk Area (KRA) 1.6 Noise Management* for information on measurements and monitoring of noise exposures in the workplace.

### **5.2 Monitoring**

- (a) Where Workplace Exposure Monitoring identifies the existence of a Hazardous Substance, the area is to be isolated from people through covering, locking doors, or by some other means, until the Hazardous Substance is removed or treated.
- (b) An assessment is to then be undertaken to prepare a management plan for the treatment of the Hazardous Substance. This may involve removal, improvement such as re-painting, or signage, to ensure, as far as reasonably practicable, persons are not inadvertently exposed to the Hazardous Substance.
- (c) Where the Hazardous Substance is to be removed, this will be undertaken in line with safe work methods and any Regulatory requirements. When the works have been completed, clearance certificates may be required.
- (d) IFS is to then update the Hazardous Substance Register.
- (e) Where the Hazardous Substance is identified as an Airborne Contaminant which cannot be removed from the workplace, engineering controls will need to be installed, or where such controls already exist, the maintenance schedule may need to be reviewed if it is found not to be functioning effectively (e.g. dust or fume extraction; fume hoods; negative or positive ventilation).
- (f) The results of Workplace Exposure Monitoring are to be provided to Workers in the affected area.

- (g) The results of the Workplace Exposure Monitoring may indicate that persons with the potential for exposure will need to be included in a periodic health surveillance program. See document HSG 10.4 Health Surveillance for further information.

## **6. References**

[NSW Work Health and Safety Act and Regulations 2011](#)

[UON HSG 2.2 Roles and Responsibilities](#)

[UON KRA 1.6 Noise Management](#)

[UON KRA 3.3 Asbestos Management](#)

## **7. Attachment**

Nil