


<i>HEALTH AND SAFETY MANUAL</i>	
Title: Industrial Hygiene Program	
Approved by: Greg Savoy	Rev. 1/1/08

1 Purpose/Scope:

The purpose of this program is to provide a means of evaluating the working environment to determine if concentrations of hazardous substances exceed safe work limits.

This program shall cover all employees in any work site that may cause exposure to hazardous substances. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers Company employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

2 Definitions/Responsibilities:

2.1 Definitions

- 2.1.1 Employee Monitoring – testing the level of contaminants that could affect a person working in the workplace environment. Measurements are based on a “Time Weighted Average” over an eight-hour period.
- 2.1.2 Exposure – is any contact with a hazardous substance in excess of established safe limits.
- 2.1.3 Hazardous Substances – Any substance that is listed in Subpart Z of 29 CFR 1910 or in the ACGIH book of Threshold Limit Values. These substances, whether airborne, liquid or solid, are known to adversely affect human health.
- 2.1.4 Industrial Hygiene – The practice of workplace sampling and worker monitoring to determine potential adverse health effects.
- 2.1.5 Workplace Monitoring – testing the workplace environment to determine the level of contaminants.

2.2 Responsibilities:

2.2.1 Manager/Supervisor:

- Ensure timely evaluation of workplace and personnel exposures are conducted.
- Ensure that sampling and monitoring results are communicated to employees within required time limits.

- Ensure that corrective actions, to protect personnel, are completed within reasonable timeframes.

2.2.2 Employees:

- Report workplace exposures.
- Participate in employee monitoring.
- Refrain from tampering with monitoring or sampling equipment.

2.2.3 The Safety Coordinator:

- Assist in selecting a reputable Industrial Hygienist to perform workplace and/or employee monitoring.
- Ensuring accurate results and proper assessment to determine appropriate follow up actions.

3 Requirements:

3.1 Workplace Sampling:

3.1.1 Workplace sampling shall be conducted where government or other requirements dictate.

3.1.2 Where regulations or other requirements are absent, hazardous contaminants identified in the workplace shall be analyzed to determine potential employee exposure through:

- Observation;
- MSDS review;
- Sampling.

3.1.3 Workplace sampling, other than noise surveys, shall be conducted under the oversight of a Certified Industrial Hygienist.

3.1.4 All sampling shall follow appropriate or required protocols.

3.2 Employee Monitoring:

3.2.1 Employee monitoring shall be conducted where government or other requirements dictate.

3.2.2 Where regulations or other requirements are absent, hazardous contaminants in the workplace determined to cause employee exposure shall be tested through employee monitoring.

3.2.3 Employee monitoring shall be conducted under the oversight of a Certified Industrial Hygienist.

3.2.4 All monitoring shall follow appropriate or required protocols.

3.3 Results of Sampling or Monitoring:

3.3.1 Results shall be reported to the workforce as soon as practicable, but no later than an applicable regulatory deadline or thirty days from receipt of report containing results.

- The report shall be accompanied by an explanation of the results, including the consequences of exposure and any corrective actions (engineering, education and Personal Protective Equipment) required to protect the employee.

3.4 Reevaluation:

3.4.1 Additional sampling and/or monitoring must be conducted as required by specific regulations.

3.4.2 Additional analysis and sampling must be conducted when workplace conditions change that result in new or increased personnel exposures.

3.5 Record Keeping:

3.5.1 Workplace monitoring results shall be kept of a period of thirty years. These records shall be kept at the region office.

3.5.2 Employee monitoring results become part of the employee's medical exposure record and must be kept for a period of employment plus thirty years. These records shall be kept by the Corporate Human Resources Department.

4 References:

29 CFR 1910 and 1926 Subpart Z, Toxic and Hazardous Substances.

5 Exhibits:

None.