

Workplace Monitoring

1. PURPOSE

- 1.1 The purpose of this procedure is to outline the circumstances in which workplace monitoring may be appropriate and how line managers can request such monitoring to be undertaken.

2. SCOPE

- 2.1 The procedure covers monitoring of airborne contaminants, noise, ventilation, thermal environment, lighting and non-ionizing radiation, ionizing radiation and analysis / identification of substances to which staff, students, contractors and visitors may be exposed on University premises or as part of the University's undertaking.

3. DEFINITIONS

Workplace Monitoring	The use of valid and suitable techniques to derive a quantitative estimate of the exposure of employees' to a hazard. Often monitoring will be with regard to a substance which is hazardous to health, e.g. asbestos, lead, solvents etc. However it may also involve hazards presented by noise, ionizing or non-ionizing radiation or the thermal environment.
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4. RESPONSIBILITIES

Vice-Chancellor

- 4.1 On behalf of the Council the Vice-Chancellor has executive responsibility to ensure, that the requirements of the health and safety legislation and the University health and safety policy are complied with. The Vice-Chancellor will ensure that responsibility for health and safety is properly assigned and accepted at all levels within the University.

Deans, Directors, Heads of Schools and Departments

- 4.2 Are responsible for ensuring that workplace monitoring is undertaken where required by statute. In other circumstances whilst workplace

monitoring is not a statutory requirement it may assist in ensuring adequate control of workplace hazards.

- 4.3 Deans, Directors, Heads of Schools and Departments are responsible for authorising requests for workplace monitoring and for ensuring all of the necessary background information is made available on a timely basis and for meeting any costs involved.

Health and Safety Services

- 4.4 Are responsible for providing a basic monitoring service. Where the monitoring is outside the scope of service that can be offered by Health and Safety Services they can, on request, source monitoring from an external provider. In such circumstances it is highly likely that there will be a cost involved. This cost will be met by the area concerned.
- 4.5 Upon completion of any monitoring a report will be issued that details the monitoring that was undertaken the results. Where appropriate detailed recommendations to reduce exposure will also be given.

5. MONITORING

- 5.1 Monitoring may be needed in any of the following circumstances:
- As part of the risk assessment process; or
 - To ensure legal limits are not exceeded; or
 - To determine the extent and type of any control measure needed; or
 - To ensure the continued effectiveness of control measures.
- 5.2 Workplace monitoring can be accessed by completing the Monitoring Request Form (see appendix) and forwarding to Health and Safety Services, Room J810, Coleraine Campus or by sending to healthandsafety@ulster.ac.uk.

APPENDIX 1

Monitoring Request Form

Please complete the following form, attach relevant risk assessment form(s), hazard data sheets & other technical information and return to Health and Safety Services, J810, Coleraine.

1. REQUEST FROM (please provide an alternative contact where possible)

Name:	Tel: No.	Room / Campus	School / Department
<i>Enter Text.</i>	<i>Tel: No..</i>	<i>Enter Text.</i>	<i>Enter Text.</i>
<i>Enter Text.</i>	<i>Tel: No..</i>	<i>Enter Text.</i>	<i>Enter Text.</i>

2. SURVEY LOCATION

Room / Campus	Area:
Briefly describe the process which needs monitoring <i>Enter Text.</i>	

3. PLEASE INDICATE THE TYPE(S) OF MONITORING REQUIRED

	Additional Information
Air sampling for gas/vapour <input type="radio"/>	
Air sampling for dust/fume <input type="radio"/>	
Noise (hazard/nuisance) <input type="radio"/>	
Ventilation (general/local) <input type="radio"/>	
Thermal environment (comfort/stress) <input type="radio"/>	
Lighting / non-ionizing radiation <input type="radio"/>	
Ionizing Radiation <input type="radio"/>	
Analysis/identification of substances <input type="radio"/>	
Other (please specify) <input type="radio"/>	

4. AUTHORISATION BY HEAD OF SCHOOL / DEPARTMENT

Name:	Date:	Tel: No.
<i>Enter Text.</i>	<i>Select date.</i>	<i>Tel: No..</i>

Monitoring Request

1. Please complete this form as fully as possible and pass to your Head of School / Department for authorisation. The form should then be forwarded to Health and Safety Services at J810, Coleraine. You should attach all relevant risk assessments hazard data sheets or other technical information.
2. Upon receipt Health and Safety Services may need to contact you for clarification or further information. It may also be necessary to arrange for an initial visit by Health and Safety Services to assess the scope of the project. For all visits you or the alternative contact person should be available in case further clarification is required.
3. When Health and Safety Services have sufficient background information we will contact you to make arrangements for a mutually suitable time and date for a visit to the area to carry out a qualitative assessment or objective measurement of the hazards identified. This will normally be arranged so that typical and / or worst case conditions, e.g. dust, noise, can be assessed.
4. If objective measurements are required then specialist measuring equipment may need to be used. Health and Safety Services will determine if we have the capability to undertake the monitoring in-house. This may require some or all of those exposed to wear personal monitoring equipment such as personal air sampling equipment, noise dosimeters, etc. Depending on the complexity of the measurements and the risks to health several visits may be necessary over a period of time.
5. Following the monitoring exercise, a report or email will be issued by Health and Safety Services detailing assessment criteria, results, conclusions and recommendations, including specialist advice on control measures.
6. Costs of providing the monitoring service in-house are normally met by Health and Safety Services. The cost of buying in the monitoring service will be met by the relevant functional area. The responsibility, including costs, for implementing the recommendations lies with the Head of School / Department.

7. If there are any queries on this service please contact:
Health and Safety Services
Room J810
Coleraine
ext: 24093
fax: 24047
e-mail: healthandsafety@ulst.ac.uk