**Health and Safety Services** **Occupational Hygiene** **Monitoring Request Form**

Please complete the following form, attach relevant risk assessment form(s), hazard data sheets & other technical information and return to Geoff Gillan, Health and Safety Services, J901, Coleraine.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Tel: | Room/Campus: | School/Dept: |
| Name: | Tel: | Room/Campus: | School/Dept: |

**2. SURVEY LOCATION**

Room/Campus: Area:

Briefly describe the process which needs monitoring

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

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

**4. AUTHORISATION BY HEAD OF SCHOOL/DEPARTMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: | Date: | Name: (print) | Tel: |

**Occupational Hygiene 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 J901, Coleraine. You should attach all relevant risk assessments,
2. hazard data sheets or other technical information.
3. 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.
4. 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
5. If objective measurements are required then specialist measuring equipment will be used. This may require some or all of those exposed to wear personal monitoring equipment such as personal air sampling equipment, noise dosimeters, etc.
6. Depending on the complexity of the measurements and the risks to health several visits may be necessary over a period of time.
7. Following the monitoring exercise, a report or (for less complex cases) a memorandum will be issued by Health and Safety Services detailing assessment criteria, results, conclusions and recommendations, including specialist advice on control measures.
8. Normally the costs of providing the monitoring service are met by Health and Safety Services, however, the responsibility, including costs, for implementing the recommendations lie with the Head of School / Department.

If there are any queries on this service please contact:

Geoff Gillan

Head of Health and Safety Services

Room J901

Coleraine

ext.: 4093 fax: 4931

e-mail: [gr.gillan@ulst.ac.uk](mailto:gillan@ulst.ac.uk)

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