

---

## **INDUSTRIAL HYGIENE & INDOOR AIR QUALITY**

---

### **A. Purpose:**

This document serves to communicate responsibilities regarding industrial hygiene surveys and indoor air quality. All potential indoor air quality problems are to be reported to your department management. Department management should then report the problem to the Department of Personnel Safety Manager who will address the issue in a timely manner.

### **B. Requirements:**

When a workplace assessment or complaint identifies the potential for exposure to air contaminants, an evaluation by the Safety Manager will be conducted to determine the type of potential exposure and whether monitoring is necessary.

If an employee feels that he or she is being exposed to a contaminant, that employee must report it to his/her supervisor. The supervisor will go through the proper channels of reporting to management. The department supervisor or management will then report the problem to the Department of Personnel Safety Manager. The Safety Manager will follow up on all reports involving occupational illness or potential air contaminants. If necessary, the Safety Manager will utilize any existing contracts for industrial hygiene services. If it is determined that a problem exists, appropriate corrective action will be taken.