

Environmental Health Requests

All requests for environmental health services are initiated by the *Environmental Health Questionnaire* (Form LC-146) completed and returned to the Loss Control Services department. This information will provide reference material and the nature of the survey request. Of specific interest is any past testing done in the facility especially if testing was performed in areas of concern, or past testing revealed high results. The EHS should then contact the Loss Control Services representative to obtain any additional background information specific to the account or request before contacting the client. The questionnaire and support material is then reviewed and a sampling strategy is developed.

The main purpose of these activities is to obtain information to determine contaminant concentration levels as well as loss potential based upon current and future losses. Objective evaluations cannot accurately evaluate every type of health exposure. Subjective evaluation of the accounts environmental health exposure to the employees, controls, and likelihood of an illness from these concerns should be the primary focus for testing. This provides the proper documentation of exposures and is an important tool in claims defense. Monitoring can also be conducted for employee complaints, management concerns. OSHA compliance monitoring is not a service offered by United Heartland, Inc. Indoor air quality issues (mold, temperature issues, odors, etc.) typical to office settings and "sick building syndrome" represent another issue that United Heartland, Inc. will not evaluate. We do not have the expertise or the equipment necessary to effectively evaluate. These concerns should be directed to Certified Industrial Hygiene consultants.

Through the use of both subjective and objective methods, determine the risks worker's exposure potential.

1. *Subjective Evaluation*

- Eyes - dust, mists, fumes, intense light, poor housekeeping, mishandled chemicals (spills), respirator use, work practices, ventilation systems
- Ears - noise, worker comments
- Nose - odors, irritants
- Mouth - taste
- Skin - temperature, humidity
- Body - vibration

2. *Objective Evaluation*

Collection of valid environmental health samples to aid in current or future claims defense. Collection tools include:

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- A. Direct Reading
 - sound level meters
 - noise dosimeters
 - smoke gun
 - drager
 - direct reading tubes
 - velometer
- B. Passive Samplers
 - passive monitors (organic vapor monitors OVM's)
- C. Air Sampling Equipment
 - battery powered air pumps (STEL and TWA sampling)

RECOGNITION OF HEALTH HAZARDS

1. *Process Chemical and Materials*
 - raw materials
 - intermediates
 - waste products
2. *Proper Identification*
 - Material Safety Data Sheets (MSDS)
 - labels on containers
 - EPA reports
 - SARA title III
3. *Records*
 - prior air sample records
 - medical monitoring program
 - safety programs
 - ⇒ hearing conservation program
 - ⇒ respiratory protection program
 - ⇒ confined space entry program

2. *Environmental Health Testing* - after information has been assembled and the sampling strategy developed, the account is contacted and an appointment scheduled to obtain samples for assessment. Prior to the survey, the Wisconsin Occupational Health Laboratory is contacted and necessary sampling media is procured. Ample sampling media including blanks along with special return mailing directions should be procured. Equipment is charged, tested in preparation for the survey. The scope of the field survey is based on the sampling strategy developed. Samples are collected in prescribed manners developed via NIOSH and OSHA. Data from the survey is carefully compiled and transferred onto Wisconsin Occupational Health Laboratory "Sample Submission Form".

3. *Report writing* - results of the environmental health assessment is communicated back via report format. Reports should indicate the results of the testing, conclusions, and recommendations to mitigate overexposures. Environmental health exposure evaluation records must be maintained for 30 years.

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Environmental Health Questionnaire

1. Request for air quality monitoring is being generated by:

- Management concern
- Employee complaint
- OSHA request
- Insurance carrier request
- Evaluate potential exposure(s)

Comments:

2. Please indicate any and all past air quality monitoring performed within the last five years. Attach copies of the results.

Comments:

3. Please indicate the area of the request for monitoring. Be specific (i.e., welding department, paint booth, wood shop, etc.)

Comments:

4. Describe the operations/processes being performed in the areas where sampling is to be conducted (i.e., TIG welding stainless steel flanges, spray finishing steel panels with polyurethane paint, sanding hardwood cabinet doors, etc.). For scheduling purposes, please be specific in describing the frequency of the job and when job will be running.

Comments:

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5. Indicate the number of employees working in these areas/operations. This would consist of those performing the jobs in the areas being requested for testing as well as those individuals working in the immediate areas (may be doing similar tasks, or completely different tasks).

Comments:

6. Please indicate the following in the areas to be sampled:

- ✓ Number of work shifts:
- ✓ Start/finish times:
- ✓ Breaks - start/finish times:
- ✓ Lunch - start/finish :

7. Please identify the products and substances normally used in the area/operation of the request. Attach the MSDS sheets for those substances (i.e., stainless steel, weld rods, shield gases, polyurethane paint, thinning solvent, oak hardwood, sandpaper, etc.). **NOTE:** PRODUCTS AND SUBSTANCES IDENTIFIED FOR TESTING MUST BE SPECIFIC TO THE OPERATIONS BEING PERFORMED. THE CONSULTANT CONDUCTING THE TESTING WILL NEED TO KNOW WHAT THESE SPECIFIC SUBSTANCES ARE AND WHICH OF THEM WILL BE USED IN PRODUCTION DURING THE SCHEDULED MONITORING APPOINTMENT.

Comments:

8. Identify the controls that are presently in place to control the occupational health exposures to the employees working in the areas to be sampled (i.e., local exhaust, smoke eaters, spray booth, fans, etc.).

Comments:

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9. Identify the personal protective equipment worn by employees working in the areas to be sampled (i.e., half mask cartridge respirator permissible for dusts, fumes, mists, etc.).

Comments:

10. Please provide the status of past environmental health recommendations generated by either United Heartland's past environmental health assessment or any prior carrier or outside consultant. Further testing will not be scheduled until the disposition of any outstanding recommendations is discussed. Written proposals, photographs or other means of verification are necessary. Please feel free to share these results with your Risk Management Representative to ensure you receive credit for addressing these concerns.

Comments:

11. Survey Contact Person

Name/Title:

Phone Number:

Survey Location:

To Be Completed by United Heartland Loss Control Services Representative

12. *Agent*

Agency/ Producer

Address

13. *Report Distribution*

Name/Title:

Name/Title:

Name/Title:

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