



**Competency 1.13 Industrial hygiene personnel shall demonstrate a working level knowledge of the methods used to communicate control action recommendations.**

### **1. Supporting Knowledge and Skills**

- a. Describe how to prepare a technical report.
- b. Discuss major record-keeping requirements.
- c. Discuss how to describe and recommend preferred control measures, alternatives, and/or interim control measures.
- d. Discuss development of a schedule for the implementation of control measures.

### **2. Recommended Reading**

#### **Review**

- Patty's *Industrial Hygiene and Toxicology*, 4th Edition, Volume I, Chapter 25, "Industrial Hygiene Records and Reports," and Chapter 17, "Industrial Hygiene Records and Reports."

### **3. Summary**

Traditionally, industrial hygienists communicate recommendations through a formal written report. By convention, the reports may contain an executive summary, a description of methods used, observations and findings, and recommendations. References and appendices containing sampling data should also be included. The report should describe the basis for exposure determinations and clearly describe items for corrective action. In some cases, recommended milestones or implementation plans might also be included, although in most cases these could be negotiated later.

These formal reports provide necessary documentation, but usually are not the most effective method of communicating outside of the industrial hygiene community. As a consequence, the recommendations will usually require extensive follow-up interaction between industrial hygiene, line engineering, maintenance workers, etc.



Formal reports should be written with the audience and mission in mind. The report should address the issues that created the need for survey or assessment, and be written in language and style that the reader both expects and understands. In order to encourage the reader to start the report, it should be visibly short. Individual narrative sections and paragraphs should also be brief and if comprehension or follow-up action is required, the key ideas should be highlighted or bulleted. The information by tradition important to industrial hygienists should be retained and retrievable, but should not normally be included with the report.

An efficient means of communicating requirements for workplace controls, and one that is increasingly used for projects and remediation, is the completion of standardized work permits. Permits have the advantage of little or no narrative, but instead containing spaces or blocks for each category of action that may be required, e.g., PPE, engineering controls, training, medical certification, etc. They are being quickly and easily understood and are available in the work place where they are needed. They also provide very fine control over the work place because they can be revised for each phase of a project, as opposed to relying upon a necessarily more general annual survey of department or work center. The principal drawback to a permitting system is that all of its documentary support is elsewhere and this information must be accessed separately. This separation of information poses a challenge to auditors and future defensibility of decisions unless permitting recommendations are regularly collated and audited with respect to program goals and compliance.

#### **4. Suggested Exercises**

There are currently no scenarios that support this competency.