TO: Bureau Directors and other Management / Supervisors as appropriate

FROM: Safety Coordinator, Human Resource Director, or Agency Head

SUBJECT: Industrial Hygiene Related Issues and Services

Environmental factors arising in or from the workplace can have the potential to cause sickness, impaired health and well being, or significant discomfort among workers. Industrial hygiene services include the development of corrective measures in order to control health hazards by either reducing or eliminating the hazardous exposure. Indoor air quality is often associated with a possible industrial hygiene issue

The Commonwealth has a subcontract for industrial hygiene services. If you become aware of any health hazards or complaints due to suspected health hazards in any building where employees of your division are located (even if it is a leased building or field site), please contact Safety Coordinator Name, Safety Coordinator, who will implement the agency’s industrial hygiene procedures. For leased buildings, the landlord may be required to pay for any indoor air quality surveys conducted by the subcontractor.

Each complaint must be evaluated by the agency and subcontracted consultant services will be used as necessary. Please ensure to educate all of your employees on the proper procedures for reporting industrial hygiene related issues or concerns. Employees are to report any issues immediately to their supervisor to initiate the agency’s industrial hygiene procedure.

The findings, recommendations, and corrective actions of any industrial hygiene investigations will be provided to you and must be communicated to the union(s) and affected employees. Ensure staff is notified regarding any changes to the operations, processes, or work environment as a result of the investigation. Affected employees shall receive hazard awareness and recognition training as needed to address any identified industrial hygiene related issues.

Questions about the industrial hygiene procedures or any other safety issue may be addressed to Safety Coordinator Name, Safety Coordinator, at Telephone Number or by e-mail E-Mail Address.

[It is not necessary to provide a copy of the procedure from the Safety and Health Manual or a copy of the report form with this memo.]