

## Checklist for Occupational Hygiene reports

Adapted from the British Occupational Hygiene Society and the MHSC Handbook on Mine Occupational Hygiene Measurements

<b>Report title</b>
Does the title accurately describe the contents of the report/assessment undertaken?
Is the title specific enough (i.e., give enough information)?
Is the title concise?
Does the title / report reference enable easy electronic and manual filing, referencing and indexing?
Is there a name and signature of the person who prepared the report?
Is there a name and signature of the person who peer reviewed / approved the report?
Is there an issue date for the report?
<b>Executive Summary</b>
Is it no more than one page in length?
Does it contain a statement of the problem / issue / concern?
Does it contain brief/relevant information on who was monitored, when and where?
Does it contain a brief/relevant statement of the methods used?
Does it contain the most important results relative to applicable occupational exposure or other limits and/or adjusted exposure standards?
Does it contain a statement of the conclusion(s)
Does it contain the essential recommendation(s)?
<b>Introduction</b>
Is the problem clearly stated?
Are the aims/objectives/scope of work for the survey/report clearly stated?
Is the history/ background included, and in sufficient detail?
Does it reflect who did the assessment/survey/site work, where and how it was done, and which workers/groups were monitored?
Does it include a summary of the operations and/or processes conducted during the survey?
Does it include operating conditions relevant to the survey conducted?
Where applicable, are persons who assisted with the survey work identified?
Reference to any previous surveys or reports which are relevant?
Are the date(s) of visit(s) and the site(s) visited clearly identified?
<b>Process Description</b>
Is the process / work tasks identified and described?
Is the area or location identified where the process/work tasks assessed are undertaken?
Are number of employees, duration of workshift(s) and task frequency and duration identified?
Are the conditions at the time of the survey identified? (i.e. personnel, process conditions, risk controls in place) e.g. "usual operator unavailable", "shutdown", "worst case situation, with no controls", "as normal, believed to be a representative working day". May also need environmental conditions if relevant to the assessment (e.g. hot, cold dry, windy, rain)
Are the hazards applicable to the workplace identified / recognised / described?
Is appropriate health related information included / described?
<b>Materials and Methods</b>
Is there appropriate information / description on the validated methodology used (incl method reference and name)?

Are all materials and equipment described in sufficient detail?
Is information regarding specific consumables, equipment and technique (incl. flow rates) and equipment provided in sufficient detail to enable the study to be replicated?
Is information provided on the use of appropriately calibrated equipment? (calibration certificates and detailed information can be provided in appendix)
Are methods for determining SEGs identified?
If a laboratory manual or method was used as a reference, was it paraphrased and properly cited/referenced?
Is the laboratory utilised identified? (incl. NATA accreditation information)
Have data quality objectives been considered such as controls, blanks, replicates etc?
Are methods of statistical analysis included?
<b>Exposure Standards / Legislation</b>
Are the relevant exposure standards provided, with relevant explanation & reference/source?
Have methods for adjusting exposure standards for extended shifts been considered & explained?
Have limitations and assumptions been described?
Relevant legislation summary (commonwealth, state, sector specific)
Health effects, carcinogen, skin/respiratory irritant, sensitiser etc.
<b>Results</b>
Are locations, times and duration of personal sampling and the names of the individuals concerned documented? If area/static sampling was conducted similar details along with the reasons should be provided. (full details can be in appendix, summary in main section of report)
Have all of the results been described in the text of the results section?
Is there appropriate information provided for any invalid results (e.g. reason for invalid/rejected samples)?
Has relevant data been selected and reported in the tables and figures?
Have all figures and tables been cited/cross referenced in the text of the results section?
Have the most effective graphical or tabular formats been chosen to present important data?
Can all figures and tables be understood without having to refer to the text?
Are figures properly titled and captioned (below figure)?
Are tables properly titled and captioned (above table)?
Do all of the tables and charts have appropriate legends?
Where applicable, does the dependent variable appear on the vertical axis and the Independent variable on the horizontal axis?
Are tables and figures numbered independently, and are they numbered according to the sequence in which they are cited in the text?
Have appropriate statistics been reported, and are they correct?
Is there a descriptive statistics table and results interpretation?
Is the results section free of methodology or interpretation?
Is the results section well-organised, and is data and results presented logically?
Have all possible conclusions been drawn from the data, i.e., have implications of the data been discussed?
Where applicable, have anomalies been reported and addressed?
Have any assumptions been identified and justified?
<b>Discussion</b>
Is the discussion section well-organised and logical?
Are existing controls working or not in relation to the results?
Do exposure results indicate additional reduction or controls are required?
Is there a discussion regarding the adequacy of existing controls?
Is there appropriate discussion of results and interpretation (e.g. against exposure standards)?
Have the results of statistical analysis been discussed and interpreted?
Where applicable, has the relationship between current and previous findings been discussed?
Are required sampling strategies and programmes or additional requirements / information / observations included?

Have results been compared with any previous surveys at the premises and data from similar operations? Industries? if available?
Is there discussion of implications of non-compliance with the report in terms of potential health and / or legal endpoints?
Has the level of risk been determined (preferably quantitatively) to allow for the adequacy of controls to be assessed and the prioritisation of control options?
Are control measures, and the efficiency of these control measures and any deficiencies in control measures discussed in this section?
Is compliance with legal requirements / exposure standards highlighted in this section?
Is there a discussion whether or not the relevant exposure standard(s) have been exceeded and if the work could harm employee health?
<b>Conclusions</b>
Does the work conducted, results and observations lead to the conclusions made?
Are the conclusions relevant to the scope of work?
Was the aim of the assessment met by the work conducted?
Are there clear and concise conclusions regarding compliance (or not) with exposure standards and/or action limits?
<b>Recommendations</b>
Do the results, observations and interpretations lead to appropriate recommendations?
Are clear and concise recommendations provided?
Is the recommendations section well-organised / structured?
Are required actions to improve preventive measures and the persons responsible for carrying them out recorded along with action information / dates?
Are recommendations based on the hierarchy of controls?
Are recommendations contextualised to the specific workplace and hazards?
<b>General Requirements</b>
Are citations / references presented in an established & consistent format (e.g. Harvard), including Internet/webpage references?
Where applicable, are contributors of reviewing and / or editing identified?
Do all references cited appear in the text (use of footnotes or reference list)?
Did the authors use citations / quotes appropriately?
Is the report consistently written in the past tense and in the third person?
Have typing errors and misspellings been eliminated?
Do all sentences make sense?
Does the entire report exhibit stylistic consistency?
Does the report include a table of contents and page numbers?
Does the report contain a listing of tables and figures?
Does the report need a list of abbreviations and acronyms or a glossary?
Is the report jargon free or are terms spelled out the first time?
Is the version of the report correctly indicated? e.g. Draft or Final.