Government of **Western Australia**
Department of **Mines, Industry Regulation and Safety**
Resources Safety

Quick help guide to Health and Hygiene

(submitting an exceedance action)

Further investigation and actions to improve controls must be documented in the Safety Regulation System (SRS) following an exceedance of:

- an atmospheric contaminant exposure standard
- action level from noise exposure monitoring
  or
- biological exposure index for biological monitoring.

To access the Health and Hygiene subsystem, you will need to have the appropriate security roles. See System Access videos for more information.

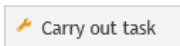## Accessing the Exceedance Task and Investigations

If the sample was submitted and 'Request to provide investigation details later' was chosen.

1. From the SRS homepage, select the 'Task' tab and Select the 'I am Responsible' filter button.
   Click the clipboard icon to open the task.
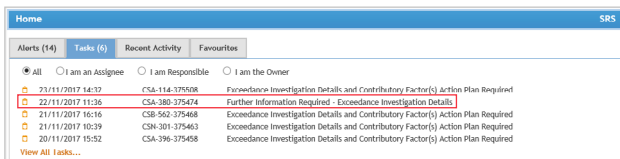
2. Click the spanner icon to carry out the task.

3. This will take you directly to the 'Investigation' step in the wizard. The status is currently set to 'Industry Response Required'.

4. Complete all the fields required. For guidance see Sample context guidance on page 3.

5. Under the Personal Protective Equipment (PPE), select from the drop down list and complete the appropriate areas required.

Identify the type of respirator; filter if applicable and protection factor (refer to the Australian Standard AS 1715).

Exceedance action with an 'Open' status and 'Link Existing' feature

1. Enter the contributory factor and select status 'Open'.

   If additional information must be obtained regarding this Investigation.

2. Enter the proposed action, select the 'Due Date' and add a person responsible. Click 'Add'.

3. Where more than one person at the site, with the same occupation and location, report an exposure standard exceedance, the 'Link Existing' feature can be used to populate a previously submitted 'Contributory Factor'.

   Click 'Link Existing' to display a list of existing actions. Tick the relevant box and click 'Link' and 'Close'.

4. To delete click on the bin icon. Then click 'Next'.

Exceedance action with a 'Closed' status and 'Link Existing' feature

When all of the necessary information relating to reducing exposure has been provided.

1. Enter contributory factor and select the status 'Closed'. The due date will auto-populate however it is editable.

2. Enter the person responsible and select the 'Completed Date'.

   Add 'Action Taken / Comment' and attach any relevant documents. Click 'Add' to populate to the grid followed by 'Next'.

Exceedance action with a 'No Action Required' status

1. Add 'Contributory Factor', select Status 'No Action Required' and enter a comment.

2. Attach any relevant documents and click 'Add' followed by 'Next'.

Once you have completed the 'Investigations' section, follow the wizard steps to submit.

You will see the status is updated to 'Under Assessment'.

An inspector will review your submission and will be in contact if any further action is required.

For more information on Bulk Lodgement refer to the health and hygiene frequently asked questions (FAQs) on the Department's website.

Sample context guidance

Exceedance investigation – atmospheric contaminants

What activities were being conducted including influence from others? (People)	• What tasks were being undertaken? – were these normal activities or unusual? • Were there other people doing similar work in the area who may also have been exposed at this level? • Were any people working nearby undertaking work that may have contributed to this exposure?
What environmental factors could have influenced exposure? (Environment)	• Describe the weather conditions: – wet, humid, dry, cold, temperate, hot, calm, very windy? • Was exposure indoors or outdoors?
What engineering controls were in place and did they operate as expected? (Equipment)	• Enclosures or ventilation • Location of ventilation or other designated control measures with respect to source of agent generation • Functionality of ventilation or other designated control measures • Inspection and maintenance program to ensure effectiveness of the ventilation or other designated control measures • Was a fault identified and what control measures were implemented subsequently? • When were these last inspected, maintained or repaired? If not, why not? • What actions have been planned or completed to rectify these faults? • Detail this information in the 'Proposed Action' section

What control procedures were in place and what evidence is available that they were followed completely? (Procedures)	• Detail whether any of the following were implemented:
	   – Task specific training records
	   – Job hazard analysis (JHA)
	   – Safe work procedure (SWP)
	   – Respiratory protection program (in accordance with Australian Standard AS 1715)
	      • provision of hazard information
	      • training on selection, use and maintenance of PPE
	      • pre-employment and ongoing health surveillance with respect to hazards [MSIR rr. 3.27-3.28]
	• Assess compliance with these procedures by this individual and others in the similar exposure group (SEG).

What organisational factors may have contributed (rosters, staffing levels, culture/attitudes, history of similar events)? (Organisation)	• Have there been any organisational changes that may impact safety culture? • How is safety training undertaken at the site? Have there been any changes in how it is delivered? • Have there been any recent reductions or increases in staffing numbers? • Have exceedances been managed in a consistent way across all departments?

Exceedance investigation – noise protection

What activities were being conducted including influence from others? (People)	• What tasks were being undertaken? – were these normal activities or unusual? • Were there other people doing similar work in the area who may also have been exposed at this level? • Were any people working nearby undertaking work that may have contributed to this exposure?
What environmental factors could have influenced exposure? (Environment)	• Describe the weather conditions: – wet, humid, dry, cold, temperate, hot, calm, very windy? • Was exposure indoors or outdoors?
What engineering controls were in place and did they operate as expected? (Equipment)	• Location of noise source with respect to work area • What conditions led to this equipment producing excessive noise? • What control measures were implemented? • When were these last inspected, maintained or repaired? • If not, why not? • What actions have been planned or completed to rectify these faults?

What control procedures were in place and what evidence is available that they were followed completely? (Procedures)	• Detail whether any of the following were implemented:
	   – Task specific training records
	   – Job hazard analysis (JHA)
	   – Safe work procedure (SWP)
	   – Respiratory protection program (in accordance with Australian Standard AS 1715)
	     • provision of hazard information
	     • training on selection, use and maintenance of PPE
	     • pre-employment and ongoing health surveillance with respect to hazards [MSIR rr. 3.27-3.28]
	• Assess compliance with these procedures by this individual and others in the SEG.

What organisational factors may have contributed (rosters, staffing levels, culture/attitudes, history of similar events)? (Organisation)	• Have there been any organisational changes that may impact safety culture? • How is safety training undertaken at the site? Have there been any changes? • Have there been any recent reductions or increases in staffing numbers? • Have exceedances been managed in a consistent way across all departments and since the last organisational restructure? • Have these changes impacted how well control action plans are developed and implemented?

Exceedance investigation – biological monitoring

What activities were being conducted including influence from others? (People)	• What tasks were being undertaken?
	  – were these normal activities or unusual?
	  – gender and age are relevant
	• If measurement is above medical removal level, when was the individual removed?
	• Was there medical follow-up, retest, and/or assessment?
	• Has there been further referral to an occupational physician?
	• Was there any diagnosis of occupational disease?
	• Please forward notification to Resources Safety.

What environmental factors could have influenced exposure? (Environment)	• Review and report on state of housekeeping and amount of surface and airborne contamination • Describe how clean or dirty and decontamination areas are defined and segregated
What engineering controls were in place and did they operate as expected? (Equipment)	• Review and report on ventilation inspection and maintenance records • Review and report on maintenance of all PPE mandated in work areas where exposures have been confirmed

What control procedures were in place and what evidence is available that they were followed completely? (Procedures)	• Detail whether any of the following were implemented:
	  – Task specific training records
	  – Job hazard analysis (JHA)
	  – Safe work procedure (SWP)
	  – Respiratory protection program (in accordance with Australian Standard AS 1715)
	    • provision of hazard information
	    • training on selection, use and maintenance of PPE
	    • pre-employment and ongoing health surveillance with respect to hazards [MSIR rr. 3.27-3.28]
	• Assess compliance with these procedures by this individual and others in the SEG.

What organisational factors may have contributed (rosters, staffing levels, culture/attitudes, history of similar events)? (Organisation)	• Have there been any organisational changes that may impact safety culture? • How is safety training undertaken at the site? Have there been any changes? • Have there been any recent reductions or increases in staffing numbers? • Have exceedances been managed in a consistent way across all departments and since the last organisational restructure? • Have these changes impacted how well control action plans are developed and implemented?

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