

Workplace exposure assessment record

A record of one exposure assessment: one hazardous agent (a chemical, a dust, noise or a similar agent) for one group of workers doing one set of tasks. It writes down where the agent comes from, who is exposed and how, the controls in place, the exposure limit or reference value you chose and where it came from, how exposure was measured or estimated, how the result compares with the limit, the decision, the actions and when to review. **This form supplies no limit values:** you enter the value, its source and its date. It is not the safety data sheet summary (a register of agents and their hazard information), not a risk matrix (a scoring scale) and not a workplace inspection checklist (a routine look at conditions). **Privacy: do not record individual health data on this form**, such as names with symptoms, health test results, sickness absence or medical details; name roles, not people, for the exposed group. The headings, tick choices and example wording are ours, to change. A completed form does not show that you meet a legal requirement.

1 Record details

Record title and reference	Date of this assessment	Version (and the record it replaces)
Site, area or process	Assessed by (name, role)	Training or competence the assessor relies on

2 The agent and where it comes from

Agent type ☐ Chemical product ☐ Dust, fume or gas made by a process ☐ Noise ☐ Biological agent ☐ Other physical agent ☐ Other	
Agent name and form (for example powder, liquid, vapour, mist, fume)	Where it comes from: the product or the process that releases it
Safety data sheet or other hazard information: reference and revision date	Main hazards stated there, in words (no individual health information)
Amount used or released per shift, or noise level, as far as known	

3 Who is exposed

Roles or job groups exposed (no names)	Number of people	Hours of exposure per shift	Days per week or per year
Others who could be exposed (maintenance, cleaners, contractors, visitors, people nearby)			

4 Tasks and how exposure happens

Ways exposure can happen (tick all that apply) ☐ Breathing in (dust, fume, vapour, mist, gas) ☐ Skin contact or absorption ☐ Swallowing (hand to mouth) ☐ Noise or vibration reaching the body ☐ Other				
Task (what is done)	Where	How exposure happens	Time per shift, how often	Peaks or unusual events (spill, cleaning, maintenance, breakdown)

5 Existing controls, in order of the hierarchy

Level (most effective first)	What is in place for this agent, or why not used	Evidence it works (test, check, record reference)	Last checked, next due
1 Eliminate <i>stop using or making the agent</i>			
2 Substitute <i>a less hazardous agent or form</i>			
3 Engineering <i>enclosure, extraction, quieter equipment</i>			
4 Administrative <i>procedures, fewer people, less time</i>			
5 Protective equipment (last) <i>with fit, maintenance and training</i>			

Start at the top. Where a higher level is not used, write why it is not practicable. Protective equipment alone is the weakest control. Cleaning, training and access limits belong to level 4.

6 Exposure limit or reference value you chose

Name of the limit or value, as written in its source (for example a legal limit, a published guideline or an in-house value)	Value	Units	Averaging period (8-hour, 15-minute, ceiling, peak)
Where it came from: document, list or table, edition, and the country or body	Date of that edition or list	Date you checked it	
What kind of value is it? ☐ Legally binding where we work ☐ Guideline only ☐ In-house value ☐ None exists, another reference used			
Why this one, and any notes in the source that matter (skin, sensitiser, carcinogen, short-term value, keep as low as reasonably practicable) 			

7 Measurement or estimate used

Basis ☐ Personal air sampling ☐ Area sampling ☐ Direct-reading or screening ☐ Sound level meter or dosimeter ☐ Calculation or model ☐ Supplier or similar-job data ☐ Judgement only, no measurement		
Method or procedure (standard, laboratory method or in-house)	Date or dates	Done by (name or company)
Instrument, its calibration or check, and the laboratory report reference		

8 Result, units and sample duration

Sample or estimate no.	Person role or area	Task or period covered	Sample duration (minutes)	Result	Units	Notes (detection limit, conditions)

Average over the same period as your limit (show the working: add concentration or level times duration for each period, then divide by the averaging period, and say how any period not sampled was treated)

9 Representative or not

Is the result representative of normal work? ☐ Yes ☐ Partly ☐ No ☐ Not known
Why (usual workload and controls running, worst-case task or person included, number of days and shifts sampled, similar exposure group)

10 Comparison with the limit

Result in the same units and averaging period as the limit? ☐ Yes ☐ No, converted (how)	Result divided by limit
Compared with the limit, the exposure is ☐ Above ☐ Below ☐ Uncertain	
Reasoning (margin, confidence, effect of sampling uncertainty, short peaks, combined exposure to other agents with similar effects) 	

11 Decision

Decision

☐ Acceptable: keep the controls and review ☐ Reduce further ☐ Measure more

Reason for the decision (below the limit is not by itself enough where your rules say to keep exposure as low as reasonably practicable)

12 Actions

Action (what will change)	Control level (1 to 5)	Owner	Due	Done on	Checked by

13 Health surveillance or monitoring needed

Health surveillance needed?

☐ Yes ☐ No ☐ Not yet decided

Who decides (name, role)

Decision date

Reason for the answer, in words, with no individual's health information

Repeat exposure monitoring needed?

☐ Yes ☐ No

Interval or trigger

Who arranges it

Do not record individual health data here: no names with symptoms, results of health checks, absence or medical details. Any health records are kept separately, by the people who decide on and carry out surveillance.

14 Review date and triggers for an earlier review

Next review date

Triggers for an earlier review (tick, add your own)

- ☐ New agent, product or supplier
☐ Change of process, quantity, hours or number exposed
☐ Control changed, failed a test or broke down
☐ Result close to or above the limit ☐ Limit or its source changed
☐ New safety data sheet revision
☐ Concern raised (record the concern, not who) ☐ Incident or near miss
☐ Other

15 Sign-off

Role	Name	Signature	Date
Assessor			
Reviewer (a second person)			
Owner of the process or area			
Results shared with the exposed workers or their representatives (how, date)		Where this record is kept, and for how long	