



CITY OF PHILADELPHIA RISK MANAGEMENT DIVISION
Safety Directive #A-7 Revision #1 February 20, 2006

Title: **Industrial Hygiene Services**

Purpose: Describe procedures for workplaces to receive industrial hygiene services.

Introduction: Some employees of the City of Philadelphia are exposed to chemical, biological, radiological, physical or ergonomic hazards and conditions during the course of their work. Industrial Hygiene (IH) Services are necessary to anticipate, recognize, evaluate and control these hazards.

A. Criteria

1. There must be a provision to address industrial hygiene issues in every department should they arise. Departments having concerns for or are in need of industrial hygiene services, which their internal safety units cannot provide can meet those needs in a variety of ways. Departments can contract for industrial hygiene services with area industrial hygienists or consultant companies or they can contact the Safety and Loss Prevention Unit at 3-1720 to request IH services from Risk Management.
2. Risk Management, when providing assistance to departments, will provide the needed IH services from its staff or will use contractors to meet the need.

B. Evaluation

1. Departments should provide information about the provision of industrial hygiene services directly to the Director of Safety and Loss Prevention of the Risk Management Division, 1515 Arch Street, 14th Floor, One Parkway Building, Philadelphia, PA 19102.
2. Risk Management's Safety and Loss Prevention Unit will periodically review the departmental program for effectiveness and efficiency.

C. Documentation and Records

1. All industrial hygiene assessments, evaluations, and surveys should be documented providing information about the potential or existing hazard, findings, results, and recommendations.
2. This information should be used to: control or prevent identified exposures; implement improvements and corrections in job duties, processes, operations, services, and facilities; communicate hazards and solutions to department administration, supervisors, and employees; and promote safer workplaces and public facilities / services.
3. Industrial Hygiene reports should be kept on file in the department's safety office and respective unit for the duration of those work operations, plus 10 years.