

EXPECTATION & REQUIREMENT IN CHRA'S REPORT & SUBMISSION

Chemical Management Division
Department of Occupational Safety & Health

13th October 2015

SCOPE

- Requirements on Report Writing
- Common Issues on CHRA Report
- Way Forward

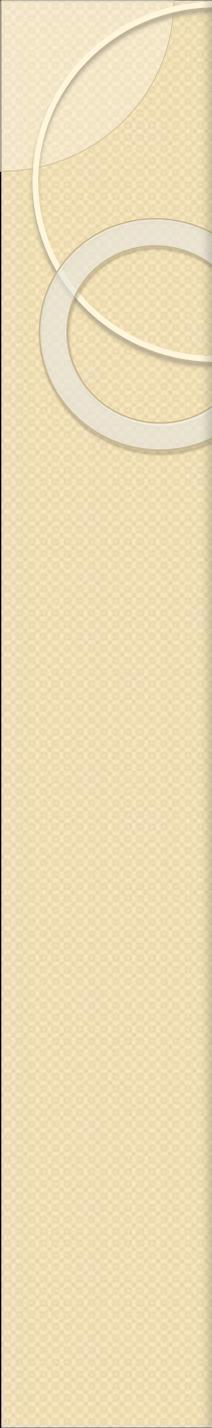


REQUIREMENTS ON REPORT WRITING



FORMAT OF ASSESSMENT REPORT

- **Executive Summary**
- **Background**
 - **Introduction, Objectives, Process & Work Unit Description, Methodology,**
- **Findings**
 - **Hazard, Exposure, Control adequacy**
- **Conclusions**
 - **Discussion, Conclusions, Recommendation**
- *References*
- *Appendices*



Appendices

- Form (A,B,C,D,E,F)
- Machinery layout plan
- Location of the work unit selected for assessment
- A copy of Assessor competency certificate
- Other relevant information
- Process flow – chart
- Form A – Verification from employer that report has been presented

COMMON ISSUES - CHRA



Common Issues

➤ **Not active**

- Only 1 or no assessment conducted in past 3 years

➤ **CEP**

- No CEP or not enough CEP for past 3 years
- Unaware of new CEP format/guidelines

Common Issues

1. Report not according to the standard format
2. Missing work unit (renewal)
3. Wrongly named the work unit
4. Wrongly assigned the Hazard Rating
5. Wrongly assigned the exposure rating
6. Too much “NIL”

<u>11</u> <u>POSSIBILITY OF MIXED EXPOSURES</u> Presence of other chemicals affecting the same system/organ
Nil
<u>12</u> <u>POSSIBILITY OF INGESTION EXPOSURE</u> Describe exposure situations
Nil

Common Issues

7. Sentence too complex
8. Confuse on assigning the conclusion
9. Limited knowledge on engineering control systems
10. Not indicate necessity for health/medical surveillance and chemical exposure monitoring
11. Not specific in recommending the chemical exposure monitoring
12. Wrongly recommend the PPE
13. Process flow description not mentioned in the report
14. Serious typo error (sentence cannot be understand – cut and paste)

Common Issues

15. Recommendation not conclusive e.g. Health Surveillance depend on the OHD to decide
16. Recommending all the substances for medical surveillance in mixing chemical
17. Miss interpret in recommending the medical surveillance

WAY FORWARD - CHRA SELF CHECKLIST



CHRA Self Checklist (CSC)

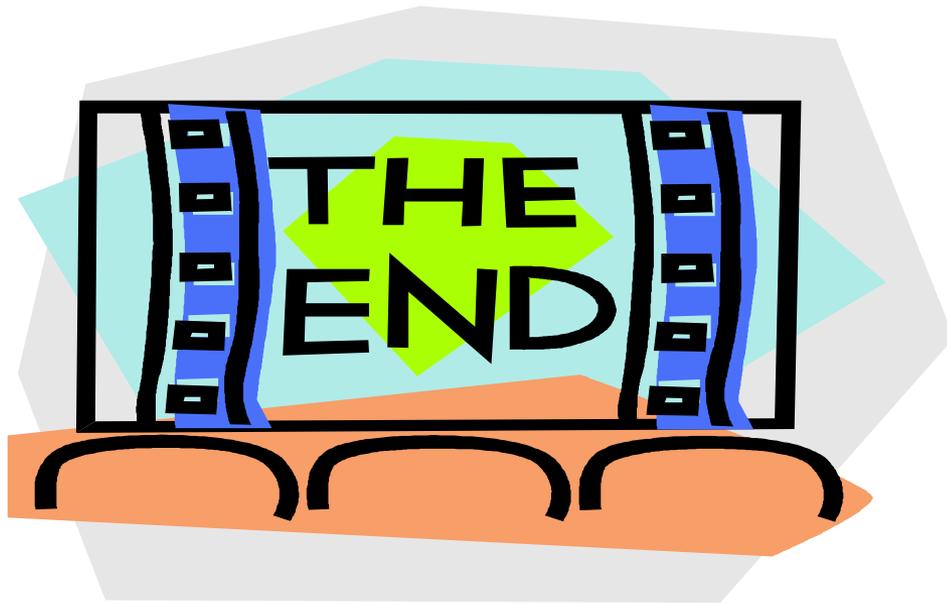
SUBJECT		REMARK
1.	EXECUTIVE SUMMARY	
1.1	Purpose of report	
1.2	Summary of main activities carried out by assessor	
1.3	Summary of findings	
1.4	Conclusion of report	
2.	INTRODUCTION	
2.1	Purpose and objectives of assessment	
2.2	Description of company and the work site selected	
2.3	Description of the work units assessed (job title group, work processes, activities)	
2.4	Summary of previous assessment and findings	
2.2	ASSESSMENT METHOD	
2.2.1	Composition team and lead assessor's DOSH registration reference	
2.2.2	Technique used to assess and evaluate risk	
2.2.3	Analytical method used for laboratory analysis of collected samples (if applicable)	

CHRA Self Checklist (CSC)

SUBJECT		REMARK
3.	FINDINGS	
3.1	Explanation on potential chemical exposure	
3.2	Explanation on method and procedures adopted in the use of chemical	
3.3	Explanation on the result of hazard determination for the chemicals exposed to the workers	
3.4	Explanation on the result of exposure assessment	
3.5	Discussion about the adequacy of existing control measures	
3.6	Determination of the risk significant for each chemical assessed	
4.	CONCLUSION	
4.1	Discussion on factors that contribute to significant health risk	
4.2	Conclusion of risks for each work unit taking into consideration the hazard, exposure, the adequacy of control measures, the sufficiency of information and the certainty in exposure estimation	

CHRA Self Checklist (CSC)

SUBJECT		REMARK
4.3	Recommended list of actions to be taken by the employer to control exposures (including accidental exposures) in accordance with The Occupational Safety and Health (USECHH), 2000	
4.4	Recommendations made to the employer attention on the necessity to implement employee exposure monitoring programme; the necessity for health surveillance programme, and the requirement for training and retraining of employees	
5.	APPENDICES	
5.1	Forms (A, B, C, D, E, and F)	
5.2	Machinery layout plan	
5.3	Location of the work units selected for assesment	
5.4	Process flow-chart	
5.5	Borang A – Surat pengesahan daripada majikan bahawa laporan telah dibentangkan	
5.6	Salinan sijil pendaftaran Pengapit	
5.7	Other relevant information	



*Any Question?
Thank you for your attention..*