



MONTHLY SAFETY BRIEF: DIRECT READING INSTRUMENTATION PROGRAM

Almost all of us on the technical field staff use direct reading instruments such as an IAQ monitor, 4-gas meter and/or PID that we own in house. Some of us also rent specialty direct reading equipment for specific projects such as a mercury vapor analyzer. In any case, there are inherent responsibilities that come with the use of these instruments.

The use of and the data produced from these instruments ultimately may affect somebody's safety, therefore the data reported needs to be accurate and defensible. This is why a direct reading instrumentation program is part of our Health and Safety Program. Our written program (below) is brief and simply outlines the general requirements. Project specific details and action requirements for use, especially for any life-critical projects, will come from your Project Manager. Please review the program as a general reminder of its contents and intent.

7.30 DIRECT READING INSTRUMENTATION PROGRAM

Purpose

The purpose of this program is to ensure the proper storage, maintenance, calibration and use of Hygieneering owned and rented direct reading instrumentation (4-gas meters, photoionization detectors, IAQ monitors, etc.).

Responsibilities

Management and supervision are committed to training users and promptly resolving maintenance/damaged equipment situations.

Employees/Equipment Users

In supporting safe execution of work, all personnel, have the following responsibilities:

- The user has the responsibility of ensuring they have the proper training for use and calibration of the instrumentation employed in a given situation. If at any time the user is not comfortable or confident in the use or application of monitoring units, his/her supervisor should be notified immediately.
- The user shall ensure that the unit is calibrated properly prior to use.
- The user shall maintain the equipment in good condition and transport equipment only in appropriate cases.
- Equipment shall not be kept in automobiles for long periods (overnight), especially in extreme temperature cases.
- The responsibility to notify their supervisor if there are any maintenance issues with the equipment or incidences with the equipment such as dropping a unit.
- The user shall sign the equipment out and in on the form located in the IH lab.
- Units shall be kept on charge when not in use in the IH lab.

Maintenance/Calibration

All Hygieneering owned equipment shall be reviewed and calibrated monthly in accordance with this program. The person that conducts the monthly review will document it on the monthly equipment inspection form in the IH lab. Any maintenance issues identified shall be brought to the immediate attention of a project manager.



Direct Reading Instruments Program Safety Quiz

1. The direct reading instrument program only applies to Hygieneering owned meters, not rental units.
 True
 False
2. It is fine to use an IAQ meter that has not been calibrated in a few months because it is not for a life safety critical evaluation.
 True
 False
3. If you are tasked with using a meter that it has been a while since you have been trained and you not comfortable with how to use it, you should:
 - a. Read through the user manual provided with the equipment.
 - b. Inform your project manager you need training on how to use the instrument.
 - c. Check you tube and other potential resources for operational instruction on the instrument.
 - d. All of the above
4. You just picked up a rental unit mercury meter from the office for a job the next day. Its 20 degrees outside. You should:
 - a. Put the meter in your car right away so you are good to go for the next morning.
 - b. Make sure the calibration document was provided with the unit, turn it on to make sure it works and leave it in your car overnight so you don't forget it the next morning.
 - c. Make sure the calibration document was provided with the unit, turn it on to make sure it works and bring it into your house so the unit does not freeze and will be ready for use in the morning.
5. The charger for the unit you are using isn't working properly. You should:
 - a. Throw away the charger.
 - b. Put the meter in the IH lab with the charger and just leave the issue for the next project.
 - c. Put the meter in the IH lab, clearly mark the charger as faulty and let your project manager know of the situation.

SCORE: PASS / FAIL

Employee Signature

Supervisor Signature

Date