



**DEPARTMENT OF OCCUPATIONAL SAFETY & HEALTH
OCCUPATIONAL SAFETY & HEALTH (USE AND STANDARD OF EXPOSURE OF
CHEMICAL HAZARDOUS TO HEALTH) REGULATIONS 2000**

(INDUSTRIAL HYGIENE & ERGONOMICS DIVISION)

**REPORT WRITING:
*REPORT FOR CHEMICAL HEALTH RISK ASSESSMENT***

Contents of report

- **Executive summary**
 - Purpose of report
 - Main activities carried out by assessor
 - Findings
 - Conclusions

- **Introduction**
 - Objectives of assessment
 - Description of company and work site
 - Description of work units assessed
(job title group, work process, activities)
 - Summary of previous assessment and findings

- **Assessment Method**
 - Composition team and lead assessor's DOSH registration reference
 - Technique used to assess and evaluate risk
 - Analytical method used for laboratory analysis of collected samples (if applicable)

- **Findings**
 - Potential chemical exposure
 - Method and procedures adopted in the use of chemical
 - Result of hazard determination for the chemicals used / exposed to
 - Result of exposure assessment
 - Adequacy of existing control measures
 - Risk decisions

- **Conclusion**
 - Factors that contribute to significant health risk
 - Conclusion of risks for each work unit taking into consideration the hazard, exposure, adequacy of control measures, sufficiency of information and certainty in exposure estimation
 - Actions to be taken by employer to control / minimize exposure (including accidental exposure) in accordance with the USECHH Regulation, 2000
 - Necessity to implement employee exposure monitoring program, health surveillance program and the requirement for training and retraining of employees

- **Appendices**
 - Form A – F
 - Machinery layout plan and the location of work units selected for assessment
 - Process flow chart
 - Form A – Employer’s confirmation that report has been presented
 - A copy of registered assessor’s certificate