

## WORK-RELATED CHECKLIST OF RISKS FOR WORKERS PERFORMING INDOOR AIR INVESTIGATIONS

Site under investigation <input type="checkbox"/> Investigation of an indoor air problem or a survey of harmful substances  <input type="checkbox"/> Official (authority) inspection related to indoor air	Site
Workers performing the investigations  <input type="checkbox"/> Workers must have a valid occupational safety card  <input type="checkbox"/> If the site is a construction site, the workers must have a photo ID card showing their name, workplace, and tax number.	Names
Date of investigation	DATE

SITE AND WORKING CONDITIONS	RISKS AND INSTRUCTIONS FOR PROTECTION
<p><b>1. HOW WILL THE TYPE OF SITE AFFECT YOUR OCCUPATIONAL SAFETY?</b></p> <input type="checkbox"/> Is it a school or other public building? <input type="checkbox"/> Is it an office building? <input type="checkbox"/> Is it an industrial building? <input type="checkbox"/> Is it a residential building? <input type="checkbox"/> Is it a hospital? <input type="checkbox"/> Is the site safety classified? <input type="checkbox"/> Other, what? <input type="checkbox"/> Does the type of site restrict the time or duration of the work?	<p>- If users of the premises are present, direct the contractor's attention to isolate the areas under investigation (if needed) and to informing every one of the investigations (this affects peace to work/concentrate and thus the likelihood and severity of accidents).</p> <p>- Plan your work well so that you can safely move around the area and from one place to another without any problems (e.g., marked passageways, vehicles moving in the area, keys/access passes in use). You must be informed in good time of the dangerous places known to the contractor (shared workplace).</p> <p>- Especially when working alone, remember to be prepared for encountering an aggressive person (act calmly, call for help quickly, easy escape route, keep a distance, etc.).</p> <p>General occupational safety issues are in order <input type="checkbox"/> Yes <input type="checkbox"/> No (add to checklist)</p>
<p><b>2. DOES THE BACKGROUND INFORMATION GIVE YOU INFORMATION ON RISKS?</b></p> <input type="checkbox"/> Have you received the floor plan of the buildings? <input type="checkbox"/> Have you received background material needed, such as previous research results, etc.? <input type="checkbox"/> Do the materials contain contact information? <input type="checkbox"/> Have you received an emergency exit diagram?	<p>- If you have not received up-to-date floor plans or other background materials, remember to carry out a risk assessment of the site and your own work throughout your work at the site.</p> <p>- List and tell your company's employees about any accident risks you may have observed on the basis of the background information.</p> <p>- Make sure that you have received information from the contractor on accident risks, exits, first aid cabinets, the location of fire extinguishers and fire hose cabinets, and how to make an emergency call.</p> <p>Necessary risk information received <input type="checkbox"/> Yes <input type="checkbox"/> No (add to checklist)</p>

<input type="checkbox"/> Have you received information on the personal protective equipment required at the workplace?  <input type="checkbox"/> Have you received information from the contractor about dangerous places?	
<p>3. HOW WILL THE OTHER PARTIES INVOLVED IN THE INVESTIGATION AFFECT THE SAFETY OF YOUR ACTIVITIES?</p> <input type="checkbox"/> Do you know who the contact person at the site is?  <input type="checkbox"/> Have you been in contact with the contractor's contact person?  <input type="checkbox"/> Has the contractor passed on information about the surveys to the necessary parties and made arrangements with the users of the site?  <input type="checkbox"/> Will you be using your own or the contractor's subcontractors at the site?  <input type="checkbox"/> Will other parties be participating in the site investigation work (repair planner, supervisor, etc.)?	<ul style="list-style-type: none"> <li>- Agree to meet the contractor's contact person at the site.</li> <li>- Agree on the protection of the premises with the contractor in good time so that they are effectively and appropriately protected before the work begins.</li> <li>- Agree on cordoning off the site: isolating the investigation site and the area around devices for lifting persons, on relocating the work/persons on the site, etc.</li> <li>- Make sure that all your company's employees/subcontractors have been informed about how to work safely on such a site.</li> <li>- Make sure that all your company's employees/subcontractors who come to the site are clear on the division of labour and the schedule.</li> <li>- Always keep your ID card or equivalent ID and safety vest/clothing with you.</li> <li>- Make sure that your company employees who come to the site are familiar with the checklist and are aware of the potential risks and how to manage them.</li> </ul> <p>Workers and risks surveyed <input type="checkbox"/> Yes <input type="checkbox"/> No (add to checklist)</p>
<p>4. HOW WILL THE TIME OF THE INVESTIGATION AFFECT YOUR WORK?</p> <input type="checkbox"/> Will you work outdoors?  <input type="checkbox"/> Will you work indoors?  <input type="checkbox"/> Will you need protective clothing/overalls?  <input type="checkbox"/> Will you do evening or night work? Work will be at ____ (time)  <input type="checkbox"/> Is it a contract job?  <input type="checkbox"/> How many hours will it take to get to the investigation site? ____ h  <input type="checkbox"/> Are (difficult) weather conditions likely?	<ul style="list-style-type: none"> <li>- Wear clothing appropriate for the weather/work: workwear and, if necessary, a disposable overall that protects against particles and small splashes that meets the requirements of both EN 13982-1 and EN 13034 5/6 clothing types.</li> <li>- Put on your work clothes and the necessary protective equipment before starting the work.</li> <li>- Ensure you wash the work clothes and that you do so according to the instructions.</li> <li>- Change the workwear or protective clothing you use during the investigation work and clean yourself up at the site.</li> <li>- If you do work other than normal hourly work during the day, the working day can become long, in which case fatigue can reduce your concentration and increase errors. You can affect your alertness in advance with good work planning (including contract work) and, for example, taking breaks, hydrating yourself, and eating properly. Working with a partner increases safety.</li> <li>- Remember to check driving conditions and take them into account when planning schedules.</li> <li>- Remember ergonomics when packing/unloading/transferring goods to the car and to the site. Also, keep the goods secured/separated in the car so that they do not fall onto anyone under any circumstances.</li> <li>- Be aware of the weather (caution, suitable speed for conditions, the right tyres for the season), check the condition of your tyres, that your schedule is not rushed (adequate night's sleep), driving breaks, and make sure you refuel both the car and yourself.</li> <li>- Update your first aid skills regularly.</li> <li>- Make sure the first aid kit is up to date and always in the vehicle.</li> <li>- Make sure your safety vest is in the vehicle.</li> </ul>

	Risks related to time of investigation taken into account <input type="checkbox"/> Yes <input type="checkbox"/> No (add to checklist)
<p>5. HOW WILL THE WORK ENVIRONMENT AND THE CONTENT OF YOUR WORK AFFECT YOUR OCCUPATIONAL SAFETY?</p> <p><input type="checkbox"/> Will you have to open structures and take material samples?</p> <p><input type="checkbox"/> Are the premises scattered?</p> <p><input type="checkbox"/> Will there be noise from others in workspaces, during the work phases, or in passageways?</p> <p><input type="checkbox"/> Will there be noise from your own work in the workspaces or during the work phases?</p> <p><input type="checkbox"/> Will you have to work at height?</p> <p><input type="checkbox"/> Will you need to use scaffolding or devices for lifting persons?</p> <p><input type="checkbox"/> Will you have to work in confined spaces?</p> <p><input type="checkbox"/> Will you need lighting?</p> <p><input type="checkbox"/> Will you have to work in other difficult/dangerous spaces/on stairs?</p> <p><input type="checkbox"/> Will your work involve climbing, reaching, or crawling?</p> <p><input type="checkbox"/> Will you have any special needs, for example, when working in industrial plants?</p>	<ul style="list-style-type: none"> <li>- Ensure that things are tidy and in order during your work (essential for safe, smoothly flowing work).</li> <li>- Ensure that adequate protection of the surrounding areas has been ensured (e.g., prevention of dust spreading when structures are opened).</li> <li>- When opening structures, wear at least a filter protector that protects you from particles, gloves, EN 166 goggles, EN 352-2 earplugs and an EN 397 industrial helmet industrial helmet or an EN 397 + EN 352-3 helmet with earmuffs (see Section 6 for more detailed instructions). On construction sites, an EN 812 industrial bump cap is insufficient and is not suitable for use in combination with earmuffs.</li> <li>- If the areas to be investigated are in different buildings, pay attention to your own visibility and use marked passageways. Check the instructions or drawings (floor plans and other) you have received from the contractor beforehand and make sure that you always have access to places and are able to exit them (access passes/keys, the contractor's contact person on site, etc.).</li> <li>- Note that moving from one place to another can also lead to a risk of tripping and slipping and slow down work (good planning of work, breaks, ergonomic work postures).</li> <li>- Make sure that the passageways you are using are sufficiently safe (hand railings if necessary).</li> <li>- Wear EN ISO 20471 or EN 471, Class 2 visible protective clothing in accordance with workplace requirements. These are mandatory for everyone on construction sites.</li> <li>- For your feet, choose EN ISO 20345 safety footwear, EN ISO 20346 protective footwear, or EN ISO 20347 occupational footwear. On construction sites it is always, and in industry almost always, mandatory to wear safety footwear. Category S3-S5 safety footwear has nail penetration protection. Occupational footwear has no toe guard. Protective footwear has a lighter and less protective toe guard than safety footwear. The legs of particle protection overalls must reach the cuff of the shoe or the overall must be long enough to protect the foot.</li> <li>- Carry a personal protective equipment package against falls from height (EN 361 full body harness +EN 355 shock absorber and carabiner (several standards) or EN 354 lanyard and connectors). The risk of falling must primarily be eliminated by structural solutions. Learn how to recognize the need to use personal protective equipment against falls from height. Learn how to use it in advance.</li> <li>- Use (your own) safe/statutory ladders/builder's trestles on the sites.</li> <li>- Check that the ladders and builder's trestles you use are intact and sturdy. Do not work standing on tables, chairs etc. at the site.</li> <li>- Remember: ladders are used for getting from one place to another, not for working.</li> <li>- The working height of an A ladder is max 1 metre. Is this enough? Do you need a device for lifting persons? Before lifting, at least check when the device is to be next serviced, its supports, and whether the user is trained.</li> <li>- Make sure that the lighting on the site is sufficient for moving around and working (headlamp, etc. additional lamps).</li> <li>- Check that the switchboard and cables are positioned and protected correctly (suspended if necessary).</li> </ul>

	<p>- Check that any holes that you can step into are covered, that hole coverings are marked, that passage is prevented, and that access to the area with risks of falling is blocked.</p> <p>Risks in the work environment and work risks checked <input type="checkbox"/> Yes <input type="checkbox"/> No (add to checklist)</p>
<p>6. WHAT PROTECTIVE EQUIPMENT WILL YOU NEED AT THE SITE?</p> <p>Estimate based on the initial information you have received:</p> <p><input type="checkbox"/> Will there be microbes? Extent of damage _____</p> <p><input type="checkbox"/> Will there be dust and fibres? What? _____</p> <p><input type="checkbox"/> Will there be any harmful substances? What? _____</p> <p><input type="checkbox"/> Will there be any chemical compounds? What? _____</p> <p><input type="checkbox"/> Will there be any other irregular risks? What? _____</p>	<p>- Select the protectors necessary for the site on the basis of the expected exposures, work tasks, working time, working spaces, and estimated extent of damage.</p> <p>- Also be prepared for unexpected risks that you may not be able to anticipate because information is incomplete.</p> <p>- Use an EN 405+A1 FFA1P3 half-mask, which filters gases and particles, an EN 140 + EN143 half-mask with a P3 particle filter or an A1P3 combined filter, an FFP3 or EN 12941, TH3A2 respirator with a blower unit, according to the exposures at the investigation site.</p> <p>Use EN 374-5 (formerly EN 374-1) protective gloves to protect against micro-organisms, EN 374-1 protective gloves, or gloves that protect against mechanical hazards, according to the exposures and hazards at the inspection site. Chemical protection gloves should be selected on a chemical-specific basis. The greater the second digit (1—5) of the four-digit series next to the hammer pictogram, the more effective the protection against incisions is of gloves that protect against mechanical hazards.</p> <p>- Does the site have materials containing asbestos that can release asbestos fibres into the indoor air (e.g., broken materials)? To protect yourself, check the size of the structural opening and, especially the dustability of the sample material: the more dustable the material, the more asbestos enters the air and the better protected you must be.</p> <p>If no hooded protective overall or respirator that protects the entire head are used at the site, note that a lot of dust may get into your hair or long beard if you have one. Wear headgear and tie long hair back.</p> <p>- Ensure that your protective mask is the right size and remains tight throughout the duration of your work (beards or sweating may reduce mask tightness).</p> <p>- Choose disposable protective devices or devices that are easy to clean and maintain. Only use disposable protective devices once.</p> <p>- Make sure that the protective equipment is cleaned, serviced, and stored correctly, and note its service life.</p> <p>- Remember to wear protective equipment and protective clothing throughout the duration of your work. Do not remove them until you move out of or away from the site (microbes, dust etc. will remain in the air for a long time). Remove your respiratory protective device last so that your airways are not exposed when removing protective clothing.</p> <p>Exposures and need for protective equipment and condition checked <input type="checkbox"/> Yes <input type="checkbox"/> No (add to checklist)</p>
<p>7. WHAT TOOLS OR MACHINES WILL YOU NEED AT THE SITE?</p> <p><input type="checkbox"/> Will you need hand tools (knives, chisels, etc.)?</p> <p><input type="checkbox"/> Will you need power tools (drills, etc.)?</p>	<p>- Think about what kind of structures (wood, concrete, etc.) you will have to open at the site; in what way and using which tools will you do this safely?</p> <p>- On site, focus on your work, act prudently, work ergonomically in good work postures, and use a suitable tool for each task. If the plans</p>

<input type="checkbox"/> Will you need tracer gases? <input type="checkbox"/> Will you need dust extractors? <input type="checkbox"/> Will you need anything else? What? <hr/>	<p>for opening structures change, think through any possible new risks before continuing the work.</p> <ul style="list-style-type: none"> <li>- Remember to check the condition of all the necessary tools and machines before going to the site.</li> <li>- Also remember to safely transport tools, machinery, and tracer gas in the car.</li> <li>- If opening structures at the site results in dust that needs to be vacuumed, use an appropriate industrial dust extractor with a sufficient filtration class and tightness. If asbestos is suspected in the structures, a separate dust extractor with a HEPA filter must be used. The dust extractor filter must be disposed of as hazardous waste.</li> <li>- Use double insulated electrical appliances.</li> <li>- Use a wall scanner (damage prevention).</li> </ul> <p>Need for and condition of tools/machines checked <input type="checkbox"/> Yes <input type="checkbox"/> No (add to checklist)</p>
DATE	SIGNATURE/SIGNATURES

CHECKLIST		
FORGOTTEN OR INCOMPLETE TASK /OTHER ISSUE REQUIRING ACTION	TO BE DONE BY (name)	DONE/CORRECTED DATE
e.g. winter tyres not changed or end of tracer gas finished, etc.	XX	XX.XX.201X