

METALWORKING FLUIDS QUESTIONNAIRE

Name of person completing the questionnaire
Company name
Address
.....
.....
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Metalworking fluid (MWF) users will significantly reduce the risk of respiratory ill health and skin problems by addressing four key requirements for successful MWF management. These are:

- having a suitable and sufficient risk assessment;
- preventing or controlling inhalation and skin exposure;
- maintaining MWF quality and minimising bacterial contamination of metalworking and associated washing fluids; and
- carrying out health surveillance.

This questionnaire is designed to assess your performance in these areas.

The use of water - mix wash fluids to clean machined components in washing machines can give rise to hazards and health risks similar to those from MWFs, particularly from contaminated fluid and mist. If you use water - mix wash fluids in washing machines, you should also consider the questions below in relation to water - mix wash fluids and washing machines to check that risks are being properly controlled.

RISK ASSESSMENT

The Control of Substances Hazardous to Health (CoSHH) Regulations 2002 require you to assess risks associated with your employees' exposure to MWFs. To be suitable and sufficient this assessment must address key issues.

Please indicate which issues your assessment covers and briefly outline how.

AREA	YES	NO	IF YES, PLEASE ELABORATE
1 Assessment covers all groups of persons likely to be affected.			Which groups?
2 Assessment covers all health risks.			Which health risks?
3 Assessment identifies measures needed to achieve adequate control of exposure.			What measures?
4 Assessment outlines how control measures are examined, tested and maintained.			How?
5 Assessment identifies monitoring required.			What monitoring is specified?

6 Assessment specifies health surveillance required.			What health surveillance?
7 Assessment deals with information for employees.			How are employees kept informed?

CONTROLLING EXPOSURE BY INHALATION

CoSHH requires that employees' exposure to MWFs by inhalation and skin contact is either prevented or adequately controlled.

What have you done to minimise MWF inhalation exposure?

AREA	YES	NO
1 Used dry machining.		
2 Used "low misting" MWFs.		
3 Totally enclosed processes.		
4 Partially enclosed processes/installed splash guards.		
5 Installed local exhaust ventilation.		
6 Optimised MWF flow rate and delivery onto the work piece.		
7 Stopped MWF delivery when not machining.		
8 Stopped using MWFs in pressure hoses to wash down machines.		
9 Stopped using compressed air to remove MWFs from machined parts.		

10 Other measures (please summarise).

Have you monitored the exposure of employees by inhalation?

AREA	YES	NO	IF YES, PLEASE ELABORATE
11 Have you monitored exposure to water-mix MWF?			When was the last time you monitored?
			What method did you use (eg HSE Method for Determining Hazardous Substances 95(2))?
			How many personal samples were taken?
			What was the range of results (ie the lowest and the highest results)?
			What was the range of monitoring times (ie the shortest and the longest times)?
			What actions have you taken as a result of monitoring?
12 Have you monitored exposure to neat oil?			When was the last time you monitored?
			What method did you use (eg HSE Method for Determining Hazardous Substances 84)?

			How many personal samples were taken?
			What was the range of results (ie the lowest and the highest results)?
			What was the range of monitoring times (ie the shortest and the longest times)?
			What actions have you taken as a result of monitoring?

13 What information, instruction and/or training have your employees received about the risks associated with MWF exposure via inhalation?

14 To what extent are the processes requiring MWF application enclosed (eg 80% fully enclosed, 15 % partially enclosed and 5% not enclosed)?

15 What percentage of those not fully enclosed is fitted with local exhaust ventilation (LEV)?

16 Is all LEV thoroughly examined and tested by a competent person (as described in the Approved Code of Practice accompanying the CoSHH Regulations) at least once every 14 months?

17 What percentage of exposed employees is supplied with respiratory protective equipment (RPE) to protect against MWF mists? Please state the type of RPE supplied.

If RPE is supplied, do you have a RPE programme that addresses the following elements?

AREA	YES	NO	IF YES, WHAT IS DONE
18 Suitability of RPE.			
19 Training.			
20 Storage.			
21 Cleaning.			
22 Replacement.			
23 Records of examinations and tests.			
24 Other elements of the programme.			

CONTROLLING SKIN EXPOSURE

25 What information, instruction and/or training have your employees received about the risks of dermatitis from MWF exposure?

26 What are the main features of your skin care programme?

27 What is your policy in relation to eating, drinking and smoking where metalworking fluids are used?

28 What percentage of exposed employees is supplied with chemical resistant gloves? Please state the type of gloves supplied.

If gloves are supplied, do you have a protective glove programme that adequately addresses the following elements?

AREA	YES	NO	IF YES, WHAT IS DONE
29 Selection.			
30 Issue policy.			
31 Training.			
32 Replacement.			

33 Other elements of the programme.			

BACTERIOLOGICAL CONTAMINATION

MWF users must be able to demonstrate that bacteriological contamination of their systems is controlled to a level sufficient to ensure the health of their employees. There are very few examples where this is possible without using dip slides.

AREA	YES	NO	IF YES, PLEASE ELABORATE
1 Do you monitor bacteriological levels with dip slides?			<p>How long do you incubate dip slides for?</p> <p>What temperature do you incubate dip slides at?</p> <p>At what level(s) of dip slide readings do you take action?</p> <p>What do you do?</p>
2 Are water-mix MWF sumps (and/or central tanks) emptied and cleaned periodically?			What is the frequency of periodic cleaning?

3 Are neat oil sumps (and/or central tanks) emptied and cleaned periodically?			What is the frequency of periodic cleaning?
4 Do you monitor MWF pH?			How often?
5 Do you monitor emulsion stability?			How often?
6 Do you monitor concentration?			How often?
7 Do you do visual/smell checks?			How often?
8 Do you monitor biocide levels?			How and how often?
9 Do you monitor MWF temperature?			How often?
10. Does your metalworking fluid supplier help you with the above?			What do they do?

HEALTH SURVEILLANCE

Health surveillance is required when:

- the work can cause an adverse health effect;
- there are valid ways to detect that effect;
- it is reasonably likely that damage to health may occur under the particular conditions at work; and
- the surveillance is likely to benefit the employee.

Health surveillance is almost always appropriate for employees exposed to MWFs.

1 Are all employees exposed to MWFs under health surveillance as required under the CoSHH Regulations?

Who carries out the health surveillance?

AREA	YES (TICK BOXES WHICH APPLY)	CODE FOR NEXT QUESTION
2 Occupational health nurse employed by the company.		1
3 Occupational health nurse not employed by the company.		2
4 Occupational physician employed by the company.		3
5 Occupational physician not employed by the company.		4
6 A responsible person (eg a supervisor or manager).		5
7 Other (please summarise).		6

On at least an annual basis:

AREA	YES	NO	IF YES, INDICATE BY WHOM (USING THE CODES FROM THE PREVIOUS QUESTION)?
8 Is spirometry used for lung function testing?			
9 Is peak flow measurement used for lung			

function testing?			
10 Is a questionnaire used for lung function testing?			
11 Are skin checks carried out by responsible person reviews?			
12 Are skin checks carried out using questionnaires?			
13 Are skin checks carried out by clinical examinations?			
14 Other comments on health surveillance			