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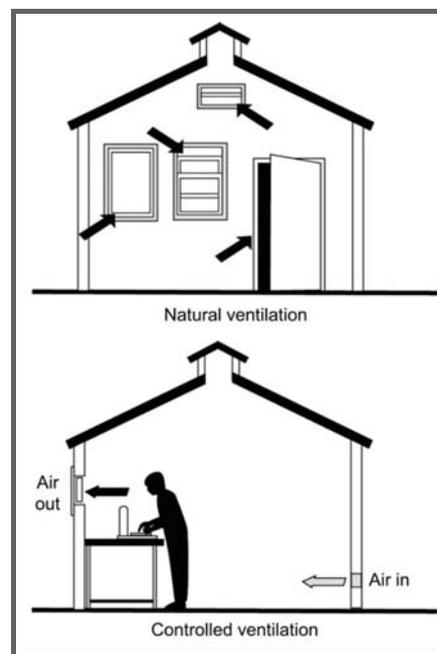
Control Strategy 1

General Ventilation

Minimum Requirements

Workplace and Work Process Design

- Provide a good standard of general ventilation. Natural ventilation is from doors, windows etc. Controlled ventilation means air is supplied or removed by a powered fan.
- For working areas in factories, usually a ventilation system needs to be installed. This can be achieved by a wall-mounted fan, with venting through airbricks, grills or louvres, or a more complex ducted air supply and removal system.
- Ensure supplied air comes from an uncontaminated area.
- In case of dusts: filtered, clean air may be re-circulated into the workroom.
- Ensure the worker stays between the source of fresh air and the source of exposure.
- Avoid disturbing airflow, generated e.g. by air conditioning or ventilation systems.
- For flat applications of solvents (e.g. spreading of coatings, adhesives etc.), keep windows/doors open. Ensure at least 5 air changes per hour.
- Discharge air away from doors, windows and other air inlets.



Maintenance, Servicing & Efficiency Control

- Make sure the room is well ventilated, and any air supply or removal system is switched on and is working.
- Visually inspect the ventilation equipment at least once a week for signs of damage.
- Get the ventilation equipment examined and tested against its performance standard as specified by the manufacturer or at least once a year.
- Keep records of all examinations at least until the next inspection is due.
- Remove deposits and impurities from ventilation systems immediately.
- Ensure engineering control measures are regularly inspected and maintained.
- Ensure compliance with protective measures.

Worker Checklist for Operating Instructions

- Before starting work, ensure the ventilation system is switched on and works properly.
- Look for signs of damage, wear or poor operation of any equipment used on a daily basis.
- If you find any problems, tell your supervisor. Don't carry on working, if you think there is a problem.