

Risk assessment of SDS, Job procedures and Exposure

Exposures — Frequently Asked Questions (FAQ)

Overview

The **Exposures** module lets you register, track, and manage workplace exposure events — situations where employees come into contact with hazardous substances or conditions. It covers chemical, asbestos, biological, radiation, mining, and job-procedure exposures, and ties them to your SDS library, locations, and work procedures.

General

What is an Exposure record?

An Exposure record documents that one or more employees were (or will be) exposed to a hazardous agent at a specific workplace. Each record captures:

- **What** they were exposed to (category + type)
- **Where** and **when** it happened
- **How long** and **how** (route: inhalation, skin/eyes, swallowing)
- **How much** (concentration — measured or assessed)
- **What PPE** was worn
- **Who** carried out the work (executor)

Exposure Types

What types of exposures can I register?

Type	When to use
Chemical	Contact with hazardous chemicals (dusts, vapours, liquids)
Asbestos	Any work involving asbestos-containing materials
Biological	Exposure to bacteria, viruses, fungi, or other biological agents
Radiation	Ionizing or non-ionizing radiation exposure
Mining	Mining work — can combine chemical, asbestos, and radiation in one record
Job Procedure	Exposures tied to a recurring work procedure in the system

What is a "Category"?

Each exposure type is organised into a **hierarchical category tree**. For example, under Chemical you might have categories like Solvents > Aromatic solvents > Toluene. Selecting the most specific category ensures the right legal thresholds and SDS documents are linked automatically.

Creating an Exposure

How do I create a new exposure?

1. Go to **Exposures** and click **Create New Exposure**.
2. Choose the **exposure type** (Chemical, Asbestos, etc.).
3. Select the **category** from the popup list.
4. Fill in the required fields: name, location, executor, date.
5. Add **concentration data, exposure routes, and PPE**.
6. Set the **repetition** (is this a one-off or recurring event?).
7. Save.

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What is the difference between "Assessed" and "Measured" concentration?

- **Assessed** — You estimate the exposure level as Low, Medium, High, or Unknown. Use this when no measurement has been taken.
- **Measured** — You enter an actual numeric value (e.g., 0.5 mg/m³) from air monitoring or a laboratory result.

You can choose only one method per exposure type entry.

What concentration units are available?

Exposure type	Available units
Chemical	µg/m ³ , mg/m ³ , ppb, ppm
Asbestos	fiber/cm ³
Radiation	Bq/m ³ , mSv

What are "Exposure Routes"?

These describe how the substance enters the body:

- **Inhalation** — breathing in dust, vapour, or gas
- **Skin and eyes** — direct contact
- **Swallowing** — incidental ingestion

You can select more than one route for the same exposure.

What is "Chemical Types" on a chemical exposure?

Some chemical substances require special registration by law. When any of the following are present, tick the relevant box(es):

- Carcinogenic / mutagenic substances
- Auramine preparations
- PAHs (polycyclic aromatic hydrocarbons)
- Nickel dust
- 2-propanol
- Hard wood dust
- Lead compounds
- Other (special registration required)

Repetitions

What is a Repetition?

A **Repetition** is one scheduled instance of an exposure event. A single exposure record can have multiple repetitions if the task is performed repeatedly.

What repetition types are available?

Type	Meaning
Per date	A single, one-off occurrence on a specific date
Per period	A recurring series (daily, weekly, monthly, bi-annually, annually)
Unknown date	The exposure will happen but the date is not yet known

How does the recurring schedule work?

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When you choose **Per period**, you configure:

- **Frequency** — daily / weekly / monthly / bi-annually / annually
- **Recurrence rule** — e.g., every 2 weeks, on Mondays
- **End condition** — ends on a specific date, or after a set number of occurrences

Each occurrence generates an individual repetition entry that can be tracked separately.

Can I add extra dates to a recurring series?

Yes. On the Exposure Detail page, open a repetition and use **Add Date** to insert an additional linked repetition outside the regular schedule (e.g., an unplanned extra occurrence).

What are the repetition statuses?

Status	Meaning
Pending	Scheduled but not yet started
In Progress	Work is underway
Completed	Confirmed done
Not Completed	Did not take place (with optional comment)
Missed	Deadline passed without action

Can different people be assigned to different repetitions?

Yes. Each repetition can have its own **executor** (the person carrying out the work). You can reassign a repetition from the detail view.

PPE (Personal Protective Equipment)

How do I add PPE to an exposure?

On the create/edit form, click **Add PPE**. You can:

- **Select from existing PPE** — choose from your company's PPE library.
- **Add custom PPE** — type a name and description for PPE not yet in the library.

Multiple PPE items can be added to a single exposure.

Statuses & Lifecycle

What are the exposure statuses?

Status	Meaning
In Progress	Active — at least one repetition is pending or in progress
Finished	All repetitions are completed; no further action needed
Archived	Closed/hidden from the active list but kept for records

How do I finish an exposure?

Go to the Exposure Detail page and click **Mark as Finished**. This is only available once all repetitions have a final status (Completed or Not Completed). A confirmation dialog will appear before the status changes.

How do I archive an exposure?

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From the list or detail view, use the **action menu (:)** → **Archive**. Archived exposures are hidden from the default list view but can be retrieved by filtering on Archived status.

Can I delete an exposure?

Exposures are **soft-deleted** — they are marked as deleted and hidden from view, but not permanently removed from the database. Use the **action menu (:)** → **Delete** on the detail page. This action cannot be undone from the UI.

My Exposures

What is "My Exposures"?

The **My Exposures** tab shows only the repetitions that are assigned to **you** as executor. Use this as your personal task list to:

- See what work is scheduled and when
- Update the status of each task
- Add comments (e.g., reasons why a task was not completed)
- Follow links to the related work procedure

Linking to Work Procedures

Can I link an exposure to a Work Procedure?

Yes. From the Exposure Detail page, use **Link Work Procedure** to connect the exposure to one or more work procedures in the system. This means the exposure record becomes part of the documented procedure.

To remove the link, use **Unlink Work Procedure**.

What is a "Job Procedure" exposure type?

When creating an exposure of type **Job Procedure**, the exposure is built directly from an existing work procedure rather than a manual entry. The schedule (start date, end date, recurrence) is configured within the work procedure and drives automatic repetition generation.

Permissions & Access

Who can see and edit exposures?

- **Account owners / admins** — can see all exposures across all locations.
- **Regular users** — can only see exposures that are either:
 - Assigned to them as executor, or
 - Located in a department/location they have access to.

What do the "Allow change" toggles do?

When creating or editing an exposure, admins can grant or restrict the executor's ability to modify certain fields on their repetitions:

Toggle	What it controls
Allow change concentration	Executor can update the concentration value
Allow change duration	Executor can update the duration
Allow change exposure date	Executor can update the date of the repetition

If a toggle is **off**, only an admin can change that field.

SDS Integration

Can I link an SDS to an exposure?

Yes. When selecting an exposure category type, the system can automatically suggest relevant SDS documents from your library. You can also manually link an SDS to a specific exposure type entry from the detail view.

Administration / Settings

How do I manage exposure categories?

Go to **Administration** → **Exposure Settings** → **Category Types**. Here you can:

- Create new categories and subcategories (hierarchical tree)
- Edit existing categories (name, description, order)
- Delete categories that are no longer needed

Custom categories are visible only to your company.

What are "Statement Codes"?

Statement codes are custom **GHS hazard/precautionary statement codes** your company uses as internal reference codes for exposure registration requirements. Manage them under **Administration** → **Exposure Settings** → **Statement Codes**.

Filtering & Search

How do I find a specific exposure?

On the Exposures list page, use the filter bar:

Filter	Description
Keyword	Search by exposure name
Status	In Progress / Finished / Archived
Location	Department or site
Work Procedure	Filter by linked work procedure

Filters can be combined. The list updates instantly.

Frequently Misunderstood Points

Why can't I mark an exposure as Finished?

All repetitions must first reach a final status (Completed or Not Completed). Check the repetitions list on the detail page — any **Pending** or **In Progress** repetitions will block the Finish action.

Why is the exposure missing from my list?

You may not have access to the location it belongs to, or it has been archived. Try filtering by **Archived** status or ask your administrator to check the location permissions.

Can I duplicate an exposure?

Yes — the action menu (:) on the list page includes a **Duplicate** option, which pre-fills a new exposure form with the same settings.

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Why is asbestos "required registration" mandatory?

Norwegian HSE regulations (and equivalent EU regulations) require a mandatory health register for all workers exposed to asbestos. The system enforces this automatically for any exposure categorised as asbestos type.

What happens if I select a biological category with group ≥ 3 ?

The system flags this as a **required registration** exposure — meaning it must be formally reported to the health register, as biological agents classified at risk group 3 or 4 require mandatory surveillance under HSE law.

Last updated: May 2026 — based on SDS Manager Inventory platform.

Unique solution ID: #5107

Last update: 2026-05-29 06:25