

**AIHA / ACGIH Improving Exposure Judgments Advisory Group
Charter Document**

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MISSION

Define and prioritize options for actions to be taken by ACGIH and AIHA to improve the accuracy of exposure judgments (both qualitative and quantitative). Assist in the execution of improvement actions as assigned by ACGIH and AIHA. Develop metrics appropriate to the actions selected by ACGIH and AIHA and use them to track and report progress against those actions.

PURPOSE AND OBJECTIVES

ACGIH and AIHA pride themselves on serving as advocates for the occupational and environmental health and safety (OEHS) profession and the workers and their surrounding communities that rely on their expertise. Successful protection of workers and communities from exposure risks depends on accurate exposure judgments. Yet studies have shown that the accuracy of exposure judgments is often poor^{1,5}, sometimes not statistically different from random chance^{5,7}, and tends to be biased low^{1,7}.

Quantitative measurement is of course the preferred method for evaluating exposures to toxic substances. In some instances, however, it may be necessary and/or preferable to supplement quantitative methods with qualitative ones. In each case, all available quantitative and qualitative information is evaluated and interpreted to decide what actions to potentially take to protect workers' (and perhaps member of the public's) health. Systematic approaches to decision making, including the routine use of statistical tools, accurate feedback loops, group discussion, practice, and structured characterization of determinants and decision rationale show promise in improving risk assessment accuracy^{2,4,7}, yet the integration of these improvement activities and tools into routine practice remains very low⁶. This lack of awareness and routine use of available tools and activities to improve exposure judgment accuracy leads to unnecessary errors in judgments about exposure risks and results in excess risk to workers or wasted control resources.

The Improving Exposure Judgments initiative seeks to drive a significant shift in the OEHS practice paradigm: from one where tools and activities to improve exposure judgment accuracy and interpretation are rarely or sporadically used, to one where their use is routine and expected. The clear objective of this initiative will be to investigate methods to use qualitative tools and methods to *supplement* quantitative methods, not supplant them.

Driving such a large change in OEHS practice will require that ACGIH and AIHA take advantage both of their technical expertise and of their marketing/communication expertise. The advisory group will assist by addressing such matters as:

- Advising the ACGIH and AIHA Boards and staff on where technical and marketing/communication resources should be focused to drive the changes in OEHS practice needed to ensure accurate exposure judgments.
- Working with appropriate technical committees and volunteer groups to understand opportunities to improve upon current tools and activities for improving exposure judgments.
- Identifying partnership opportunities for improving exposure judgments beyond ACGIH and AIHA (e.g. NIOSH, BGC, IOHA, ASSP, NSC)

- Identifying key opportunities for enhancing OEHS training program curricula in ways that will better prepare new OEHS graduates to incorporate into their practice the routine use of the tools and activities needed to ensure accurate exposure judgments.

INITIATIVE TIMELINE

While advisory group team members can expect to serve up to three years (see Organization section below), the overall initiative to improve exposure judgments is expected to run in phases for up to ten years. Those phases, which will likely overlap as implemented (Figure 1), are:

- Phase 1: Focused communications to generate heightened global awareness of 1) existing tools and activities that will improve judgments if incorporated into routine OEHS practice; and 2) the need to change OEHS practice to routinely include the use of judgment improvement activities and tools.
- Phase 2: Evaluation of the effectiveness of existing tools and activities at improving exposure judgment accuracy and interpretation.
- Phase 3: Development of new and improved tools and activities to fill gaps identified in Phase 2.
- Phase 4: Communication and “hyper marketing” effort to drive use of the improved tools and activities.

	Year									
	1	2	3	4	5	6	7	8	9	10
Phase 1										
Phase 2										
Phase 3										
Phase 4										

Figure 1. Example Gantt Chart for Initiative Phases

ORGANIZATION

The group is to be comprised of seven members from AIHA and five members from ACGIH representing a cross-section of OEHS practitioners with expertise and experience in improving exposure judgments and in marketing/communication. Members from staff and additional partner organizations may be added as appropriate.

Each member serves up to a three-year term. Terms are staggered so that as members rotate off, they are replaced with new members.

The Advisory Group will also have an AIHA Board Liaison and an ACGIH Board Liaison appointed by the AIHA President and the ACGIH Chair; this individual does not serve as Chair or Vice Chair of the Advisory Group.

The Advisory Group Chair position alternates each year between an ACGIH member and an AIHA member, starting with an AIHA member serving as Chair for the initial full year term following formation of the Advisory Group. The ACGIH Chair and AIHA President select a Vice Chair from among those

committee members entering their second year of service. The Vice Chair becomes the Chair in his/her third year of service. Upon completion of the Chair's term, s/he rolls into a one-year term as Past Chair (to help ensure smooth transition of knowledge to the next Chair). Terms commence and end at the annual AIHce conference, even if the scheduled dates for the annual conference exceed a 36-month appointment (i.e., appointment and retirement are based on a calendar year, not a 36-month term).

ROLES AND RESPONSIBILITIES OF STAKEHOLDER GROUPS AFFILIATED WITH THE IMPROVING EXPOSURE JUDGMENTS ADVISORY GROUP

Advisory Group Members

Role

- Provide input and advice to the ACGIH and AIHA Boards and staff regarding exposure judgment accuracy improvement efforts by:
 - Defining and prioritizing options for actions to be taken by ACGIH and AIHA to improve the accuracy of exposure judgments.
 - Assisting in the execution of improvement actions as assigned.
 - Developing metrics appropriate to the actions selected by ACGIH and AIHA and using them to track and report progress on those actions.

Responsibilities

- Participate in monthly virtual meetings and other calls and meetings as scheduled.
- Put forth their best efforts to the collective objectives of the Advisory Group.
- Support staff with promotion of collaborative efforts to engage the right volunteers.
- Seek updated information on progress on Advisory Group initiatives when meetings are missed.
- Execute responsibilities in a timely manner.
- Follow up on assigned other duties and responsibilities, as appropriate, by the Chair.

Accountabilities

- Represent the interests of ACGIH and AIHA during collaborative efforts and interactions with internal and external stakeholders.
- Agree to uphold and abide by the relevant ACGIH or AIHA Bylaws, Conflict of Interest, and Code of Conduct policies.

Authorities

- None identified.

Advisory Group Chair

Role

- Leadership of the Advisory Group for effective fulfillment of the charter.

Responsibilities

- Guide the performance of the Advisory Group and its project teams.
- Promote collaboration between the Board Liaisons, staff, and Advisory Group members.
- Review this Charter document annually and update as necessary.

Accountabilities

- To the ACGIH and AIHA Boards for leadership of the Advisory Group, execution of its mission as defined by its charter, and communication of progress with respect to projects and initiatives.
- To the Advisory Group members for effective and efficient management of the Advisory Group.

Authorities

- To represent the Advisory Group in all matters of accountability back to the ACGIH and AIHA Boards, under the guidance of the Board Liaisons.

ACGIH and AIHA Board Liaisons

Role

- Act as eyes and ears of their respective Boards.

Responsibilities

- Mutually convey information between the Boards and the Advisory Group Chair and members.
- Other duties as defined by the relevant Board.

Accountabilities

- Report to the relevant Board for execution and leadership of the mission of the Advisory Group as defined by the charter above.

Authorities

- As defined by the relevant Board.

ACGIH and AIHA Board Members

Role

- Provide leadership and direction to the assigned Board Liaison and Advisory Group Chair in the execution of this charter.

Responsibilities

- Review and approve Advisory Group recommendations and affirm activities are in alignment with Board direction.

- Support Advisory Group initiatives through resource investment and priorities as recommended by the Chair and the ACGIH Executive Director and AIHA CEO.

Accountabilities

- Attendance at briefings and enthusiastic attention to Advisory Group efforts.

Authorities

- Funding and management of the Advisory Group initiative in accordance with relevant Bylaws.

ACGIH Executive Director and AIHA CEO (Assisted by Staff)

Role

- Serve as the ACGIH or AIHA staff Point of Contact for the Advisory Group
- Coordinate meeting content and activities with the Advisory Group Chair.

Responsibilities

- Support the Advisory Group in fulfilling its mission and charter
- Review all Advisory Group proposals and project work plans.
- Maintain all Advisory Group administrative and project documents.
- Ensure maintenance of Advisory Group web pages and postings, with support from the Advisory Group members and Board Liaison.
- Provide regular updates to the ACGIH and AIHA Boards.

Accountabilities

- Communication of Advisory Group activities and project status to the ACGIH and AIHA Boards on a regular basis.

Authorities

- Propose actions and budgets to advance Advisory Group projects and initiatives in a timely fashion.
- Engage other staff as appropriate to support the Advisory Group and its projects and initiatives.
- Manage project progress (deliverables, schedule, budgets) in consultation with the AIHA and ACGIH Board liaisons.

Respondents to Call for Volunteers / Project Team Members

There may be an opportunity for people to participate in an Advisory Group project in response to a call for volunteers. Individuals selected will be expected to allocate enough time to fulfill the scope of the project team assignment as defined in the call.

Role

- Members responding to and selected for discrete project teams.

Responsibilities

- Allocate enough time to fulfill the scope of the project team assignment as defined in the call.

Accountabilities

- Meet deliverables for the duration of the project team assignment.

Authorities

- None identified.

REFERENCES

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