

Manual for the Toolkit Dermal Exposure

Toolkit for Assessment and Management of Risks from Occupational Dermal Exposure to Hazardous Substances

System Requirements

The Toolkit is compiled in a Microsoft Excel Spreadsheet that has been added VBA programming extensions for a ease-of-use. The information files are made as web-pages (html) or Acrobat documents (pdf).

Use of the Toolkit requires:

- Microsoft Excel 97 (or later versions)
- Security settings in Excel are set to "standard" or "minimum", allowing to run the Toolkit macros

Further requirements for the supporting programmes, help and information files are:

- Adobe Acrobat Reader 5
- Microsoft Windows Script Host v. 5.6
- HTML-Browser (like Microsoft Explorer, Opera, Netscape Navigator etc.)

The file [Presumptions.htm](#) contains links to some of this essential software.

Installation

We recommend to install the files locally, best by using the [Toolkit Setup.exe](#) programme. But you can also make a shortcut to the Start-up Programme manually after having copied the files to their destination.

The Start-up Programme will not install the files on your local hard disc. You can copy the entire structure to your local hard drive and change the files attributes to not-write-protected.

You can download the latest version of the toolkit - possibly also in other languages - from www.eurofins.com/Research_occ_hygiene

The version number can be read from the [version_no.txt](#) file

The development team disclaims any responsibility for errors occurring by running any of the files or programs, or from using the results of the toolkit.

Running the Toolkit from a CD-ROM

You can start the toolkit from a CD-ROM by either executing the start.exe programme, or the \Toolkit\Toolkit.xls file. When running the toolkit from a CD-ROM you cannot save the results on your CD-ROM - you have to use the command "File - Save As" from the menu and then specify a place on your hard disc - or you just print out the results instead of saving.

IMPORTANT:

If you are asked whether you want to enable or disable the built-in macros then select ENABLE - else you cannot run the data entry masks of the toolkit.

Running the Toolkit with start.exe

We recommend that you make copies of the empty Excel-file for different applications - saving each investigation in its own file - and always keep one file unchanged.

You may best run the Toolkit by a click on the Toolkit icon on your desktop, or by selecting it from the programme menu. Alternatively you may select the start.exe programme or the Toolkit.xls file on your disc.

The aim of the Start-up Programme is easy access. Select the toolkit or another document, or decide to download the latest version, from the dropdown menu at the top. Click the OK-button at the bottom right, selecting the "Go!" in the Files menu to start.

The Start-up Programme will then terminate. But you can keep the page running by the "Leave this program running"-checkbox to the left of the OK-button.

IMPORTANT:

If you are asked whether you want to enable or disable the built-in macros then select ENABLE - else you cannot run the data entry masks of the toolkit.

About the Toolkit

This is a toolkit for assessment and management of hazard, exposure and risk from dermal exposure and risk from dermal exposure to hazardous chemicals at the workplace. This tool helps you in estimating whether there might be any health problem from skin exposure to chemicals at your workplace and offers you suggestions for risk control and management.

How to use the Toolkit

For using this toolkit you are requested to follow a series of data entry masks. You can start these masks by pressing the Start Button on top of the Front page, or the Start Button on top of the Report page.

Previously entered data will be used as default settings / selections when running the macro again. You can work with different situations that are administered via the Situations Button on top Front page and of Report Page.

Entries can be easily reset to defaults by clicking the "Clear all entries" button at the bottom of the data entry mask. The macro can also be found in the Toolkit-menu in the EXCEL command-bar (presuming it is visible on the current installation).

If you want to estimate the effect of control actions then use the Controls Button on top of the Report page.

If you want to save and retrieve different investigations then use the Situations Button on the report page.

Background information can be retrieved with a button on top of the Front page.

Expert users may use the expert mode on the Report page with additional information after having requested a password.

The data entry masks have different buttons for moving through the questions, for help (?), for information (!), and for changing size of that window (<, >).

Required Information

The quality and reliability of the results that the toolkit will offer to you depend strongly on the quality of the information given. We ask you to answer all questions with care. If you do not know the answers immediately, will you then please:

- read the Safety Data Sheet, or
- ask the supplier of the chemical products in use, or
- search expert advice.

This tool cannot be used safely without basic knowledge on how skin contamination occurs and how health risks can arise from skin exposure to chemicals. It is therefore advised urgently that you read the accompanying document [Skin Exposure and Risk - Worth to Know.htm](#).

The toolkit only can handle one chemical product and only one exposure-scenario at a time. If you need to assess several products used in parallel then you have to use the toolkit for each of these products separately. If you need to assess several working situations occurring during one working day then you should use the toolkit for each of these situations separately. Using the toolkit helps identifying the major problem situation, as that one will be assigned the highest risk.

If you just want to compare two products then you should use the toolkit for each of these. The product with the lower hazard will give lower risk - assumed that exposure remains the same.

This toolkit is designed to give a very rough estimate of hazard, exposure and risk. Over- or under-estimation cannot be excluded completely. Please use the results with care. The results tell you whether there is higher or lower priority of action. Using the toolkit cannot replace an expert assessment of your specific workplace.

Additional Information

For expert purposes you may decide to use additionally:

A series of publications explaining background and approach can be read in November 2003 issue of the Annals of Occupational Hygiene, available at: annhyg.oupjournals.org/content/vol47/issue8

Please make sure that you are using the latest version of this computerized version of the toolkit, the latest version can be downloaded at: www.eurofins.com/Research_occ_hygiene

Expert users may receive a password for looking at the detailed formulas and intermediate results. In that case please note that all formulas and help tables in the calculation sheets use blue letters or blue background. We strongly recommend to make use of this possibility only in special cases. Changing the toolkit means that the original approach may get lost completely.

For requesting your password please email to ReinhardOppl@Eurofins.com

Use and distribution, and translation into other languages, is allowed free of costs for non-commercial purposes. For requesting open documents and instructions please contact ReinhardOppl@Eurofins.com

The development team disclaims any responsibility for errors occurring by running any of the files or programs, or from using the results of the toolkit. The toolkit may not be used without reading and accepting the terms of use as given in the disclaimer.

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