## Document Version and Revision Dates

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>1/12/2022</td>
<td>Original AIHA Charter</td>
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<tr>
<td>1.0</td>
<td>8/17/2022</td>
<td>Original AIHA Guidelines Foundation Charter</td>
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<tr>
<td>2.0</td>
<td>8/25/2023</td>
<td>Changes Name from Standards of Care to Principles of Good Practice and replaces SOC with good practices.</td>
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<tr>
<td>2.1</td>
<td>11/15/2023</td>
<td>Revisions to graphics and text to remove Standards of Care terminology.</td>
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<tr>
<td>3.0</td>
<td>3/27/2024</td>
<td>Revisions to the purpose, scope and objectives of the PGP, reflects change from “good” and “best” practice to “good” and “enhanced” practice, removes project initiation timeline, replaces Appendix A AIHA Guidelines Foundation Framework for Documenting Principles of Good Practice with a more concise PGP Documentation Process</td>
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MISSION
Document a concise, easy-to-use summary of minimum recommended principles of good practice for the professional practice of industrial hygiene/occupational hygiene (IH/OH) that incorporate best risk management practices whenever feasible. Update and maintain the document as needed.

PRINCIPLES OF GOOD PRACTICE DEFINITION
The minimum expected practice and performance established for a particular profession or function. Specific to the OEHS profession, principles of good practice are practical, proven, and available practices that provide robust and reliable performance to effectively protect workers and communities from unacceptable risks.

PURPOSE AND OBJECTIVES
This initiative was established by the AIHA Guideline Foundation (AIHA GF) to identify industrial hygiene/occupational hygiene professional practices that are documented, peer reviewed, and applicable to all practitioners around the world. The intent of this initiative is to identify and communicate professional practices to improve protection of worker health.

Principles of Good Practice (PGP) are minimum expected practices and performance objectives established for a particular profession or function. Specific to the IH/OH profession, principles of good practice provide robust and reliable performance to effectively protect workers and communities from unacceptable risks.

The protection of workers and communities depends on the performance of risk management programs. As currently implemented, the effectiveness of those risk protection programs is highly variable, which may result in excessive risk for many workers and communities where they live and work. The PGP are not intended for general community / public health but for IH/OH professionals whose practices go beyond protecting workers to protecting others in the community. In this context, community represents the fluid group of people that may be directly or indirectly impacted/protected as part of IH/OH practice. Examples of impacts to community include but are not limited to those from poor indoor air quality, wildfires, emergency response, natural disasters, and take-home exposures.

Principles of Good Practice (PGP) are intended to be concise guidance on risk-critical practices to protect worker health. Practices that are "risk- critical" are those that are most needed to effectively and efficiently manage hazards/risks within the scope and objectives established by the volunteer group. The PGP will help drive familiarity with various tools and guidance documents.

The PGP project will have value that will vary depending upon a practitioner's needs, career stage and level of expertise. For students, it is a set of practices for which they will need to develop skills in order to implement. For early career professionals the PGP may look more like a "quick start guide" to putting practices in place. For mid-career, it may serve as a continuous practice improvement guide, and for more experienced professionals it may serve as a refresher, benchmark or mentoring guide. The PGP also serve value as a communication tool to help convey to an organization's senior management what experts have defined as important practices to safeguard the health of workers and their communities.
The PGP are intended for IH/OH professionals and serve as a reference library for recommended IH/OH practices and resources that may serve as inspiration and justification for continuous improvement activities for the protection of worker health beyond base-line regulatory compliance. We acknowledge that IH/OH professionals may rely on organizational resources for many aspects of practice implementation; they are one of many stakeholders vying for organizational resources and may lack decision making authority. Therefore the extent and pace at which PGP practices can be implemented may vary significantly. In any case, compliance with relevant laws and regulations is always an expectation.

PGP are meant to be used in continuous improvement plan-do-check-act processes, using existing practices as the "current state" with the PGP recommended Good Practices serving as the performance target "desired state". The practitioner would then implement improvement plans and check plan progress against the target desired state.

Principles of Good Practice define the recommended level of expected risk management practice and performance based on established professional norms, guidelines, standards, regulations, and proven practices. Through this effort, the AIHA Guideline Foundation seeks to elevate the performance of all risk management programs, and in particular those that are underperforming, by documenting a concise, easy-to-use summary of recommended principles of good practice or performance for critical aspects of risk management programs and practices and by providing tools to help IH/OH professionals practice at those recommended levels of performance or better.

The advisory group will assist by addressing such matters as:

- Driving the overall effort to build out a Principles of Good Practice summary of risk-critical practices using the AIHA Guideline Foundation’s Framework for Documenting Principles of Good Practice (Appendix A).
- Engaging subject matter experts to provide input.
- Identifying partnership opportunities for engaging appropriate expert input from groups beyond the AIHA (e.g., ACGIH, NIOSH, BGC, IOHA).
- Updating and maintaining the Principles of Good Practice document as needed.
COMPOSITION OF GROUP

The group is to be composed of 8 to 10 AIHA members with expertise and experience covering a broad range of IH/OH risk management programs and practices. 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 may also have a Board Liaison appointed by the AIHA Guideline Foundation Board President; this individual does not serve as Chair or Vice Chair of the Advisory Group.

The AIHA Guideline Foundation Board President selects 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. Terms commence and end at AIHA Connect.

Advisory Group Members

Roles

• Provide input and advice to the Board through a designated Board Liaison and staff regarding the Principles of Good Practice initiative and assist in the execution of actions as assigned to:
  – Drive the overall effort to build out a Principles of Good Practice summary of risk-critical practices using the AIHA Guideline Foundation’s Framework for Documenting Principles of Good Practice (Appendix A).
  – Engage subject matter experts from AIHA volunteer groups (and other sources) to provide input.
  – Identify partnership opportunities for engaging appropriate expert input from groups beyond the AIHA (e.g., ACGIH, NIOSH, BGC, IOHA).
  – Establish metrics for tracking progress.
  – Update and maintain the principles of good practice document as needed.

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 the 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 AIHA Guideline Foundation during collaborative efforts and interactions with internal and external stakeholders.
• Agree to uphold and abide by the AIHA Guideline Foundation Bylaws, Conflict of Interest and Code of Conduct policies.

Advisory Group Chair

Role

• Provide 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 Liaison, staff, and Advisory Group members.
• Review this Charter document annually and update as necessary.

Accountabilities

• To the AIHA Guideline Foundation Board 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.

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.
Appendix A
PGP Documentation and Support

Approach: A Partnership between the PGP AG and Volunteer Group Subject Matter Experts

The Principles of Good Practice Advisory Group (PGP AG) is tasked with documenting and maintaining the PGP. The PGPAs are organized by IH/OH area of practice, or domain. For each area of practice, the PGP AG works very closely with relevant subject matter experts from AIHA volunteer groups (VGs) and other partners to document risk-critical PGP and Good and Enhanced Practices using a standard template (Table 1).

<table>
<thead>
<tr>
<th>IH/OH Process / Program</th>
<th>Risk-Critical Practice</th>
<th>Good Practice [x]</th>
<th>Enhanced Practice [x]</th>
<th>References</th>
</tr>
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Process Steps: PGP Documentation

1. The PGP AG determines area of practice for PGP documentation
2. The PGP AG Identifies the appropriate expert VG (and/or experts from outside organizations if needed) for area of practice expertise
3. The PGP AG identifies an PGP Sub Team and Sub Team leader to work with the expert VG to document the area of practice PGP
4. The PGP AG Sub Team contacts the expert VG to describe the project and solicit a group of experts from the VG with whom to collaborate on the area of practice PGP documentation.
5. The PGP AG Sub Team and VG experts document the PGP draft, beginning with an initial draft statement of scope and objectives with an outline of the PGP to be reviewed by the PGP AG before work is started on the PGP draft.
6. The PGP AG Sub Team and VG experts report on progress periodically to the PGP AG.
7. The final PGP draft is peer reviewed by the expert VG members.
8. The peer-reviewed final PGP is reviewed by the PGP AG.
9. The final area of practice PGP is added to the consolidated PGP document by the PGP AG.
Process Steps: Maintaining and Supporting the PGP

1. The expert VG Leadership appoints an area of practice PGP Support Sub Team and PGP support Sub Team leader. Note that members of the area of practice PGP Support Team can be different, overlap, or be identical to the group of VG experts identified in Step 4 of the Documentation process outlined above.

2. The area of practice PGP Support Sub Team facilitates PGP updates by collecting and evaluating improvement suggestions and periodically proposing area of practice PGP updates to the PGP AG.

3. Area of Practice PGP Support Sub Team facilitates PGP Support projects by identifying, evaluating, and proposing initiatives that enable the implementation of the PGP AIHA membership and the IH/OH profession. The initiatives may be supported by members of the area of practice VG, or other technical committees and working groups within the AIHA.

Roles

PGP AG
- Process owner for the documentation of area of practice PGP.
- PGP document owner.
- Identify PGP areas of practice for documentation.
- Identify VG partners or other partners having expertise in the area of practice.
- Appoint area of practice PGP AG Sub Teams and Sub Team Leaders to work with expert VG and other partners on the documentation of area of practice PGP
- Maintain and run a process for resolving conflicting guidance between various area of practice PGP.
- Define metrics and review progress on PGP documentation.
- Update and maintain PGP documentation as needed.

Area of Practice PGP AG Sub Team
- Facilitate area of practice PGP documentation by working with area of practice VG experts.
- Contact area of practice expert VG leadership to begin partnership.
- Advise area of practice expert VG on PGP documentation process.
- Participate with VG experts on area of practice PGP documentation.
  - Clarify expectations.
  - Answer questions.
  - Promote early course corrections if needed.
- Facilitate formation of the VG area of practice PGP Support Sub Team.
Area of Practice VG Leadership

- Form a group of VG experts to work with the PGP AG Sub Team on area of practice PGP documentation.
- Appoint a leader for the VG expert group
- Facilitate peer review of the final draft PGP by VG members.
- Identify a standing VG PGP Support Sub Team and Sub Team leader to facilitate area of practice PGP updates and support initiatives.

Area of Practice VG Expert Group Leader

- Lead the overall effort of the VG expert group as they work with the PGP Sub Team to document area of practice PGP
- Identify one or two persons on the VG expert group committed to write the draft PGP with review and input from the other VG expert group members and the PGP Sub Team (Note that the expert group leader may appoint themselves to also serve in this role)
- Serve (or delegate responsibility) as liaison to coordinate input from subject matter experts from allied associations in cases where the outside expertise is deemed important to the area of practice PGP
- Regularly report progress to Area of Practice VG Leadership on the PGP documentation effort
- In partnership with the PGP AG Sub Team, periodically report progress on the PGP documentation effort to the PGP AG

Area of Practice VG Expert Group Members

- Work with the PGP AG Sub Team to document area of practice PGP

Note: Members of this group may also be asked to support the related AIHA State of the Art Vs. State of the Practice initiative by providing expert advice on survey questions for exploring current practices relative to PGP and state of the art practices; and by suggesting appropriate actions needed to close important practice gaps identified by the survey.

Area of Practice VG PGP Support Sub Team

- Facilitate PGP updates by evaluating improvement suggestions in view of technical developments and advancements in industrial hygiene practice related to their VG expertise and periodically proposing area of practice PGP updates to the PGP AG
Facilitate PGP support projects by identifying, evaluating, and proposing initiatives that enable the implementation of the PGP by AIHA membership and the IH/OH profession.

Note: Members of this group may also be asked to support the related AIHA State of the Art Vs. State of the Practice initiative by providing expert advice on survey questions for exploring current practices relative to PGP and state of the art practices; and by suggesting appropriate actions needed to close important practice gaps identified by the survey.

**Area of Practice VG Members**

- Provide peer review of the area of practice PGP.