Responsibilities of Managers, Principal Investigators, Department Heads, Department Safety Officers

- undertake a suitable risk assessment to identify hazards in the work place, identify who is at risk and take measures to control those risks
- If there is still a risk after taking all reasonable precautions and control measures, you may need to put a health surveillance programme in place, see Health surveillance Decision-making map

Health surveillance is required if all the following criteria are met:

- there is an identifiable disease/adverse health effect and evidence of a link with workplace exposure
- it is likely the disease/health effect may occur
- there are valid techniques for detecting early signs of the disease/health effect
- these techniques do not pose a risk to employees
- there are also a number of high-hazard substances or agents where the law requires that the health surveillance programme includes statutory medical surveillance: this involves a medical examination and possibly tests by a doctor with appropriate training and experience - the doctor must have been appointed by HSE

Medical surveillance is a legal requirement for the following workplace exposures:

- particular types of work with asbestos
- work with lead
- work with those substances hazardous to health that are subject to Schedule 6 of The Control of Substances Hazardous to Health Regulations 2002
- work with ionising radiation
- work in compressed air

Once a risk assessment has identified a need for health surveillance, the principal investigator, manager and/or Department Safety Officer (DSO) should complete a Health Surveillance registration form, known as an HS1 form. This form is then sent to the Divisional or Area Safety Officer for review and sign off and then sent electronically to Occupational Health.

Occupational Health Responsibilities

- following receipt of the HS1 form, the Clinic Nurse will assess the form against your current medical records - where necessary, the individually will be contacted if further assessments are required and or with an appointment date and time for attendance
- ensure that health surveillance is undertaken on staff identified as requiring it and in line with the relevant HSE legislation requirements
• report the results of all health surveillance carried out back to the department to maintain the COSHH Health Record
• report any occupational diseases identified through health surveillance to the Health and Safety Office for reporting to the Health and Safety Executive under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR)
• maintain a recall system to ensure that the named contact person is advised when an individual’s health surveillance is due as well as supplying information about non-attendees

Employee Responsibilities

• comply with the health surveillance programme and attend any appointments that are issued
• report any possible work related ill health symptoms promptly to management/Department Safety Officer and OHS