



JOB HAZARD EVALUATION GUIDANCE

Guidance notes for the recruiter

- Once a candidate has been offered a post and where because of work exposures a health assessment is required, the person responsible for recruitment should complete the Job Hazard Evaluation Form (OHF29). If you are unsure or have any queries about this please seek advice from Occupational Health. Tel: 01223 336595 email: OccHealth@admin.cam.ac.uk
- If the job involves any of the activities below the candidate will be required to attend Occupational Health for an assessment on commencement of employment to register on the relevant health screening or health surveillance programme. This will be directed by the result of the COSHH risk assessment or regulatory requirements. Please contact Occupational Health to arrange an appointment and forward a copy of the completed Job Hazard Evaluation Form.
 - Detailed information on the health assessment process can be found at <http://www.hr.admin.cam.ac.uk/recruitment/stage-4b-pre-employment-checks/health-assessment>

Job hazard information

1. Laboratory animal, animal and insect workers	Include anyone who may have indirect contact, e.g., through location of office/laboratory in relation to the animal facility, include domestic (farm animals and birds). Enrolment on the Laboratory Animal Allergy (LAA) health surveillance programme will be necessary on commencement of employment.
2. Deliberate handling of pathogens or GMOs in categories 3	Means if the person will be intentionally culturing or handling cultures of Hazard Group 3 pathogens or GMOs classified as class 3 projects on the basis of their risk to <i>human</i> health. Give the name of the pathogen(s). An occupational health assessment is required prior to commencing this work.
3. Unscreened human tissue and /or blood	Work with unscreened human tissue and /or blood. The new worker should either supply documented evidence of hepatitis B vaccination and immunity [immunisation dates and serology date and result] or contact Occupational Health to arrange an appointment to commence a course of hepatitis B vaccination.
4. Contact with patients	Answer 'yes' for staff working in clinical areas or laboratories where patients attend for investigation and research purposes and require a Research Passport. Answer 'no' for staff based on hospital sites but with no direct contact with patients
5. Research Passport	Research Passports are required for certain research contracts. Please contact the relevant NHS or University HR adviser for advice.
6. Classified radiation work	Means work with radioactive substances or machine generators, that is, as confirmed by a University Radiation Protection Adviser, likely to result in the individual receiving, in any year, an ionising radiation dose three tenths that of any statutory radiation dose limit. A medical assessment is required prior to commencing classified radiation work.
7. Respiratory/skin sensitisers	Means as identified through risk assessment. Depending on exposure enrolment on the OH health surveillance programme may be necessary on commencement of employment.
8. Toxic metals	Means as identified through risk assessment. Depending on exposure enrolment on the OH health surveillance programme may be necessary on commencement of employment.
9. Driving	Use of mechanised pallet trucks/fork lifts trucks, University Messenger Service and Mini Bus drivers only.
10. Harmful noise	Means as identified through noise measurement assessment undertaken by the Safety Office. Depending on exposure enrolment on the OH health surveillance programme may be necessary on commencement of employment.
11. Harmful hand arm vibration (HAVS)	Means as identified through HAVS measurement assessment undertaken by the Safety Office. Depending on exposure enrolment on the OH health surveillance programme may be necessary on commencement of employment.
12. Night work	Means regular night work between 23:00hrs and 06:00hrs only <u>not</u> working late in the evening.
13. Food handling	Means that the person's work involves the preparation of uncooked food, eg chefs, <u>not</u> the handling of wrapped food, eg sandwiches and biscuits.
14. Other work requiring health assessment	Answer 'yes' if the job requires a specific health assessment to meet the requirements of a joint employer or work placement or specific infection control measures