UCL Human Resources Division

OCCUPATIONAL HEALTH SERVICE

**JOB HAZARD FORM**

**Manager’s request to include staff, students and visiting workers in Occupational Health screening programmes for specific workplace health risks**

Please complete this form in order to request inclusion of new staff, post-grad students or staff changing roles, in UCL health surveillance or immunisation programmes for specific workplace health risks. The form must be completed by the employee’s Manager or ‘Designated Departmental Contact’. *Please remember that work with respiratory sensitisers (animal allergens and latex) or driving* ***must******not*** *commence before Baseline Health Surveillance / screening has been completed and the outcome confirmed.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***EMPLOYEES DETAILS:*** | ***Gender*** |  | ***Date of birth*** |  |
| ***Surname*** |  | ***Forenames*** |  | ***Title***  |  |
| ***Work tel*** |  | ***Mobile tel*** |  | **Email** |  |
| ***Employer***  | **UCL** **[ ]  Other** |
| *Job Title* |       | *Employee Number*  |       |
| *Department* |       | *Faculty* |       |
| *UCL user id* |       | *Start Date* |       | *Finish (PhD / MSc)* |       |

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| --- |
| **The job involves work with:** |
| *[ ]* ***Exposure to animal allergens*** *(inc. maintenance work)* | *[ ]* ***NHS Research Work***– if the role includes working within the NHS a research passport may be required. For further details please see:[www.ucl.ac.uk/hr/docs/passport.php](http://www.ucl.ac.uk/hr/docs/passport.php) |
| *[ ]* ***Human blood / fluids / tissue / infectious agents*** *[ ]*  ***Working directly with Hepatitis B virus*** *[ ]*  ***Working directly with Diphtheria toxin***  |
| *[ ]* ***Safety Critical Environments*** *–* where the role involves tasks (e.g. working at heights or in cat. 3 laboratories) where sudden illness or incapacity cause serious injury to self or others. | *[ ]* ***Low Oxygen Environment***  |
| ***[ ]  Latex***  | ***[ ]  Raw sewage***  | ***[ ]  Regular night shifts*** | ***[ ]*  *Food handler*** |
| ***[ ]  Vocational Driving*** | ***[ ]  Overseas work-travel or secondment.***  | ***[ ]  Chemicals Labelled H334*** |
| **Departmental Contact details:** (who the outcome report should be sent to) |
| Name       | Email       |  |
| Tel       | Department       |
| Confirmed by Employing Manager |  | Date       |

 PLEASE **SAVE** THIS FORM ***THEN* E-MAIL** BACK TO [ohsadmin@ucl.ac.uk](file:///E%3A%5CTemporary%20Internet%20Files%5CContent.Outlook%5CX92QQQ6D%5Cohsadmin%40ucl.ac.uk)

Once received the Occupational Health Team will contact the named employee to organise baseline health surveillance (if required). Outcome reports generated from appointments will be copied to you and the employee.

If you have any queries please contact: [ohsadmin@ucl.ac.uk](file:///E%3A%5CTemporary%20Internet%20Files%5CContent.Outlook%5CX92QQQ6D%5Cohsadmin%40ucl.ac.uk)