UCL Human Resources Division

Workplace health

**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 for new staff, post-grad students or staff changing roles, in order for them to be included in UCL’s health surveillance and/or immunisation programmes for specific workplace health risks. ***Please remember that work with respiratory sensitisers (animal allergens and latex)/ vocational driving must not commence before Baseline Health Surveillance / drivers screening has been completed and the outcome confirmed.***

**PLEASE ENSURE THAT YOU HAVE FILLED IN THE DATE OF BIRTH AND MOBILE NUMBER FIELDS AS WE NEED THESE TO PROCESS THE REFERRAL**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***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)* | | | |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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. | | | | | | | | | |
| ***Latex*** | ***Raw sewage*** | | | ***Regular night shifts*** | | | ***Food handler*** | | |
| ***Low Oxygen Environment*** | | ***Overseas work-travel or secondment.*** | | | | ***Chemicals Labelled H334*** | | | |
| ***Vocational Driving\****  \*Please note, this only applies to drivers of group II category vehicles, i.e. those driving a vehicle 3.5 tonnes laden weight or more or passenger carrying vehicles having 9 seats or more. | | | | | | | | | |
| **Departmental Contact details:** (Manager/Lab manager who requires the outcome report)  **THIS SECTION MUST BE COMPLETED AND SIGNED BY THE MANAGER OR DESIGNATED DEPARTMENTAL CONTACT** | | | | | | | | | |
| Name | | | Email | | | | |  | |
| Tel | | | Department | | | | | | |
| Signature | | |  | | | | | | Date |

PLEASE **SAVE** THIS FORM ***THEN* E-MAIL** BACK TO [ohsadmin@ucl.ac.uk](file:///E:\Temporary%20Internet%20Files\Content.Outlook\X92QQQ6D\ohsadmin@ucl.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:\Temporary%20Internet%20Files\Content.Outlook\X92QQQ6D\ohsadmin@ucl.ac.uk)

**For further information about health surveillance, please visit: www.ucl.ac.uk/human-resources/health-wellbeing/occupational-health-services**