Health Surveillance and  
Monitoring Referral Form

Please complete all fields on the front page, you are then only required to complete  
the sections which are relevant to your referral. Completed forms should be submitted to Optima Health via:

<https://myoh-manager.tphealth.co.uk/>

Please attached THIS form on to your referral via the portal

Please contact [uon@optimahealth.co.uk](mailto:uon@optimahealth.co.uk) or 01327 810 795 should you require assistance.

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| --- | --- |
| **Details of the Employee being referred** | |
| Surname |  |
| Forename |  |
| Business Unit |  |
| Date of Birth |  |
| Email Address |  |
| Contact Number |  |

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| --- | --- |
| **Details of the Referring Manager completing this form** | |
| Surname |  |
| Forename |  |
| Email Address |  |
| Contact Number |  |

Section 1 – Routine Health Surveillance

Routine Health Surveillance is required where an employee may be exposed to particular hazards in the workplace. It is important that you provide clear information below about the type of hazards that the employee is exposed too including any Chemicals that they may be working with. Failure to provide sufficient information may result in this referral being delayed until we can obtain more information.

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| **Please provide full details below of the hazards and chemical(s) that the employee is exposed to as part of their role.** |
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Please confirm the surveillance checks below that the employee requires:

| **Type of Surveillance** | **Guidance** | **Yes** | **No** |
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| Animal Allergens (respiratory sensitisers) | This surveillance is only likely to be required if the employee is involved in recurring work activities that involve working with live animals or handling of waste, unless the process is fully contained and there is a reliance on PPE as the major means of control. An employee working only with extracted tissues poses no significant risk of sensitisation and does not require surveillance. |  |  |
| Noise | This surveillance is required when the employee is involved in work that exposes employees to noise levels exceeding 85Db(A) or 80db(A) for employees at increased risk for other reason, e.g., sensitivity to noise/previous hearing problems or an underlying health condition. |  |  |
| Respiratory sensitisers – H334 May cause allergy, asthma symptoms or breathing | This surveillance is required when employees are involved in work that exposes them to respiratory sensitisers or irritants. It is required when the risk assessment shows there is a risk of exposure, and there is a reliance on PPE or LEV designed to reduce exposure to a benchmark exposure value. If the only respiratory sensitiser that the employee is exposed to relates to the handling of animals then please ONLY tick Animal Allergens above, there is no requirement to tick this box again |  |  |
| Skin irritants H315 – Causes skin irritation. H316 – Causes mild skin irritation | This surveillance is required when the employee is involved in work that exposes employees to skin irritants. Lab chemicals, solvents, cleaning materials and disinfectants can all cause skin irritation. It is unlikely that the level of exposure in scientific research will cause sufficient problems to require health surveillance. For employees working with metalworking fluids: skin surveillance is recommended. This also includes workers exposed to regular episodes of ‘wet work’ which is prolonged submersion in water or frequent requirement for hand washing. If the only skin sensitiser that the employee is exposed to relates to the handling of animals then please ONLY tick Animal Allergens above, there is no requirement to tick this box again |  |  |
| Skin sensitisers H317 may cause an allergic skin reaction. | This surveillance is required when risk assessment indicates likely exposure to the skin, even if appropriate gloves are worn, particularly if large quantities/ frequent and/or prolonged use/ poor glove changing. |  |  |
| Lead | This surveillance is required if the employee is involved in work activities that expose them to lead and where there is significant exposure, e.g.:   * High temperature (> 500C), e.g., lead melting, burning, welding, cutting. * Work with lead compounds which give rise to lead dust in air, e.g., mfr from lead-acid batteries, paints, fire assay, certain mixing and melting in glass production. * Spraying of lead paint * Paint stripping, such as removal of old lead paint from doors, window frames |  |  |
| Vibration | This surveillance is required when an employee is involved in work that exposes employees to vibration and daily average exposure exceeds 2.5 m/s2 A(8) as well as for occasional work above the action value and where risk assessment identifies that the frequency and severity of exposure may pose a risk to health. |  |  |
| IRR | This surveillance is required if a worker is designated a ‘classified person’ (any worker likely to receive an effective dose in excess of 6mSv/yr or an equivalent dose in excess of 3/10ths of any relevant dose limit). Usually determined by the UoN Radiation Protection Officer. Referral required at the start of radiation work as well as annual review |  |  |

Section 2 – Hazard Group 3 Organisms (CL3)

This section is only applicable to employees that undertake work activities that expose them organisms which must only be undertaken at containment level. Please provide clear information about the biological hazard that the employee is working with. Failure to provide sufficient information may result in this referral being delayed until we can obtain more information.

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| **Type of Surveillance** | **Guidance** | **Yes** | **No** |
| Hazard group 3 organisms (CL3) | Work activities that expose employees to organisms which must only be undertaken at containment level 3. |  |  |

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| **If you have ticked yes above, please provide full details below of the biological agents that the employee is working with as part of their role.** |
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Section 3 – Vaccinations

Vaccinations may be required if the employee is involved in work activities that exposethem to hazardous biological agents as identified by COSHH assessment such as Hepatitis B, Tuberculosis, Meningitis and Influenzas.

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| **Type of Surveillance** | **Guidance** | **Yes** | **No** |
| Vaccinations | Work activities involve exposure to hazardous biological agents as identified by COSHH assessment such as Hepatitis B, Tuberculosis, Meningitis and Influenzas. |  |  |

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| **If you have ticked yes above, please provide full details below of the biological agents that the employee is working with as part of their role.** |
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Section 4 – Fitness to Work (Health Monitoring)

This section is only applicable to employees that require health monitoring or regular fitness  
to work assessments. Fitness to work assessments are required in order to determine if someone is fit or not to undertake specific roles that are deemed to be safety critical.

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| **Type of Monitoring** | **Guidance** | **Yes** | **No** |
| Driving University vehicles (includes UoN vehicles and Grounds ATVs) | * This assessment is required dependent on risk assessment (such as frequency of driving, speeds, types of vehicles, loads transported, etc). * Advisable to implement but not a mandatory requirement. |  |  |
| Night Work | * This assessment is required by staff groups who regularly work more than 3 hours between the hours of 23:00–06:00 hours, such as security who work night shifts. |  |  |
| Driving Forklift Trucks | * This assessment is required at commencement of driving role and 5-yearly from age of 45 until 65, then annually. Required after sickness absence greater than 4 weeks or any other issue affecting driving. |  |  |
| Safety Critical: Working in Confined Spaces, Lone Working, Working at Height, (where a fall from significant height could occur, not applying to step stools or 2m stepladders). | * This assessment is required if it is Identified through risk assessment and SAF-MAN2.4 that an employee’s duties involve this type of activity the handling of animals then please ONLY tick Animal Allergens above, there is no requirement to tick this box again. |  |  |
| Food Handling: those working in the preparation, cooking, serving or transport of commercial food. | * The requirement for food handler assessment must be requested on pre-employment questionnaire. * A screening medical is also required following any period of sickness absence related to vomiting, diarrhoea or gastroenterological problems. |  |  |

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