

STAFF HEALTH MONITORING GUIDELINE

Guideline :

This guideline outlines the processes required for monitoring the adequacy and effectiveness of precautions taken to protect staff health from occupational and environmental hazards. The guideline supports the following documents which should be consulted for responsibility requirements;

- x Monitoring Staff Health Procedure
- x Pre employment Checks on Prospective Employees Policy

The basis of monitoring is to assess exposure to those hazards and, where necessary, the health effects to staff that may have been exposed. This guideline includes requirements and rationale for pre-employment, task and exit assessments.

1. Types of Monitoring

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x Health monitoring

Health monitoring involves direct monitoring of an individual's health indicators such as blood, urine or lung function tests, audiometric tests and so on. Health monitoring is required where there is an identifiable disease or health effect that is related to the occupational exposure. There must be valid techniques for detecting the indicators of the effect of the hazard on the individual's health.

The process and type of health monitoring in teaching and research are detailed in the table below which is based on Australasian University practice and the Department of Labour publication "Guidelines for Workplace Health Surveillance" (available at <http://www.osh.dol.govt.nz/>).

2. Health Monitoring Assessment and Process

The purpose of health monitoring is to determine if the precautions taken to protect staff from occupational hazards are adequate and effective.

Health Monitoring Assessment Procedure

1. Supervisors and/or Managers are to ensure that all identified hazards are placed in the Department/ College Hazard Register and are fully assessed and controlled through the hierarchy of controls. This is essential as health monitoring requirements are dependent on hazard control methods.
2. Where control for a significant hazard is to minimise exposure and personal protective equipment use is required, Supervisors/ Managers are to ensure health monitoring if practicable is undertaken. The assessments recommended below are only invoked if the hazard cannot be eliminated, isolated, or minimised to a safe⁽¹⁾ level.
3. Despite the mandatory requirement, health monitoring can only be used in the following situations⁽²⁾:
 - There must be an identifiable disease or health effect related to the exposure
 - There is evidence a health risk exists
 - Health surveillance techniques are available
4. The information details the recommended types of health monitoring (as applicable, and once permission is obtained by the staff member in question) is to be arranged and continued as detailed in the table below. Campus Health and Safety Advisors⁽³⁾ can provide specialist services to assist with monitoring⁽³⁾.

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<p>Work station; repetitive and extended periods in a restricted position. Word processing, data entry & extended periods working with computers.</p>	<p>Past history of over use or upper limb injury. Employees who work on computer keyboards for extended periods</p>	<p>Contact University Rehabilitation and ACC Administrator to arrange occupational capacity assessment if high risk. Refer to the following website guidance: http://www.habit@work.co.nz</p>	<p>Professional advice or assessment on workplace and job design Review on individual basis when musculoskeletal discomfort reported, provide workplace assessment.</p>
<p>Noise & Respiratory Hazards: Supervisors/ Managers to ensure staff obtain hearing and lung function testing within 3 months of commencement provided pre-existing condition does not restrict ability to undertake proposed duties. Testing can be arranged through Campus Health & Safety Advisors.</p>			
<p>High noise levels requiring hearing protection.</p>	<p>Previous exposure to high noise. Existing hearing loss. Ongoing exposure to high noise. Musicians Farm staff Staff using hand held noisy petrol power tools</p>	<p>Ensure training and awareness of safety procedures Baseline Audiometry within 3 months of commencing employment. Check previous noise exposure history and audiograms.</p>	<p>Audiometry every 2 years, more frequently if previous hearing loss is indicated. Exit monitoring to be conducted in employee's final month of employment</p>
<p>Operations producing dust including lung irritants, animal dander, welding; glass blowing, epoxy resins.</p>	<p>History of Asthma or other respiratory disorders. Ongoing exposure to lung irritating products. Staff with exposure to contaminants in the air, isocyanates, dust, silica and so on Laboratory and intensive animal handlers Staff using welders Glass blowing Design studios</p>	<p>Ensure training and awareness of safety procedures Baseline Lung Function Testing (spirometry) within 3 months of commencing employment. Check previous exposure history and spirometry records.</p>	<p>Spirometry every year, more frequently if previous respiratory disorders are indicated as present. Skin macular symptoms if heavy metal exposure Exit monitoring to be conducted in employee's final month of employment.</p>

- x Monitoring of vision with visual display use, and discomfort, pain and injury workplace assessments, which are common to all University activity, is funded centrally by the Health and Safety office.

5. Pre–employment monitoring (informative)

The Pre-employment Checks on Prospective Employees Policy contains responsibility for pre employment monitoring. The rationale for the pre employment questions are detailed below.

The University uses a self disclosure question in its Employment Application form to determine the above matters, i.e. “Have you had an injury or medical condition caused by gradual process, disease or infection – for example hearing loss, sensit

6. Recording of monitoring results

Monitoring results: Managers are to ensure that the results of environmental monitoring are presented to affected staff and any other staff who ask for them. The data must be interpreted by a suitably qualified person who has an understanding of the hazards as well as occupational safety and health implications or potential. Results shall not identify individual staff. The results are to be held within the Department and copied to the Campus Health and Safety Advisor.

Results of health monitoring are to be made available to the individual staff member, and interpreted by a suitably qualified person who has an understanding of the hazards as well as occupational safety and health implications or potential. Under no circumstances are results of one employee to be given to other employees. The results are to be held on a personnel file either in Human Resources or Organisational units, and copied to the University Accident Register held at the Health and Safety Office. Unit held monitoring results are to be submitted to Human Resources at the cessation of the monitoring period or employment.

Sub-optimal results: If monitoring results show that an employee's health is affected by the hazard(s), then the following is to occur:

- x Substandard results are entered in accident register and investigated. Hazard controls are reviewed as part of an accident investigation. Campus Health and Safety Advisors, the affected employee(s) and manager should be involved in the review process. The purpose of the review is to identify causes of the sub-optimal results and make recommendations to reduce exposure.

Referral to the ACC and Rehabilitation Administrator (to ensure that medical and vocational needs are addressed).

Notification to Department of Labour if significant harm has occurred.

Audience :

Staff managers.

The term “manager” covers any staff member with authority to supervise other staff, visitors, and persons with business at Massey University. Manager includes titles such as; Vice Chancellor, Registrar, Pro Vice Chancellor, Assistant Vice Chancellor, Head of Department, Head of School, Head of Institute, Head of College, Head of Section, Director, Manager, team leader and equivalent titles.

Related procedures / documents :

Policy on Pre-employment Checks for Prospective Appointees.
Employment agreements

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