POLICY

It is the policy of Technological University Dublin (TU Dublin) City Campus to provide health surveillance as required under Section 22 of the Safety, Health and Welfare at Work Act, 2005. Health surveillance is made available to employees appropriate to the health and safety risks present and in line with statutory requirements.

SCOPE

This policy applies to all employees and postgraduates working in an area where a risk assessment has determined that health surveillance is required.

DEFINITION

“Health surveillance” means the periodic review of the health of employees, for the purpose of protecting health and preventing occupational related disease, so that any adverse variations in their health that may be related to working conditions are identified as early as possible.

Health surveillance objectives:

- Protect the health of employees through early detection of ill-health which may be work related;
- Evaluate the effectiveness of workplace control measures, which allows for identification of further actions and improvements;
- Identify and implement specific surveillance requirements for employees requiring statutory health surveillance;
- Enable employees to raise concerns about how work affects their health; and
- Provide an opportunity to reinforce training and education of employees (e.g. on the impact of health effects and the use of protective equipment) (Health & Safety Authority and www.dit.ie/safework/).

STANDARD OPERATING PROCEDURE FOR RESPONSIBLE PERSONS

Heads of School/Function:

- Identify health surveillance requirements as part of the risk assessment process;
- Notify Human Resources at staff requisition stage of any job-specific health surveillance requirements;
- Advise employees on commencement of employment of any job-specific health surveillance requirements;
Identify and inform relevant employees for whom health surveillance has been identified as necessary. This may be routine health surveillance or health surveillance in the event of unusual exposure conditions, reports of ill-health, accident investigation, change in working or medical conditions or equipment, failure of safety equipment, introduction of new substances or changes to legislation;

Encourage employees to raise issues/concerns;

Provide the Health and Safety Office with information regarding employees for whom health surveillance is required;

Advise identified employees how to book an appointment with the external Occupational Health Service Provider.

Provide adequate time to allow employees attend the required appointments; and

Implement any further controls where identified or where recommended.

**Human Resources:**

- Liaise with Heads of School/Function to determine the pre-employment medical requirements for specific roles (Pre-employment medicals/screening are used to establish a baseline as part of the health surveillance process);
- Ensure that all employees are screened/complete a pre-employment medical specific to the role;
- Inform Head of School/Function of any adverse findings; and
- Provide advice to Head of School/Function in the event of adverse findings during pre-employment medical/screening or periodic health surveillance.

**Health & Safety Office:**

- Advise and assist Schools/Functions in identifying health surveillance requirements when completing and reviewing risk assessments;
- Co-ordinate exposure monitoring (noise, dust etc.) with a competent service provider where the risk assessment deems it necessary;
- Co-ordinate the delivery of health surveillance programmes to employees. Health surveillance is provided by an external Occupational Health Service Provider. The type of health surveillance will depend on the hazard present and the level of exposure of each employee. Health surveillance can range from self-checks and questionnaires, to clinical examinations and diagnostic tests.
- Advise identified employees how to book an appointment with the external Occupational Health Service Provider in conjunction with the Head of School/Function;
- Report the outcomes of health surveillance programmes to the appropriate personnel within the University; and
- Maintain records in line with statutory requirements.

**External Occupational Health Service Provider:**

- Provide a confidential health surveillance service to TU Dublin City Campus;
- Compile reports, inform employees and the Health & Safety Office/Human Resources of findings;
- Recommend any further control measures required and the need for further health surveillance;
- Advise on intervals between health surveillance cycles; and
- Ensure up to date records are maintained in accordance with statutory requirements.

**Employees:**

- Co-operate with the risk assessment process;
• Attend pre-employment medical;
• Avail of health surveillance provided and keep any scheduled appointments;
• Provide information to the Occupational Health Service Provider, if requested, regarding medical history and details of any treatment from a General Practitioner, Consultant, Specialist or other Medical Practitioner
• Comply with any recommendations made by the Occupational Health Service Provider; and
• Report any significant changes to your health in intervals between health surveillance cycles.
• Notify HR or Line Manager if you become aware that you have any disease, physical or mental impairment which could affect you or the safety of others, so that TU Dublin City Campus can take appropriate action.

REVIEW
This policy will be reviewed annually and updated as required.
Appendix 1

Specific health surveillance is required by the *Safety, Health and Welfare at Work Act 2005* and the *Safety, Health and Welfare at Work (General Application) Regulations 2007* e.g. noise and vibration

<table>
<thead>
<tr>
<th>Health Surveillance</th>
<th>What work in TU Dublin City Campus may require health surveillance?</th>
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</table>
| **Safety, Health and Welfare at Work Act 2005** | • Work in noisy environments  
• Work with vibrating tools  
• Work with ionising radiation  
• Significant exposure to hazardous substances (solvent, fumes, dust), chemical agents or biological agents  
• Work involving exposure to respiratory (or skin) sensitisers  
• Work with optical radiation |

### Noise

**What the Regulations Require**

Chapter I of Part 5 of the *Safety, Health and Welfare at Work (General Application) Regulations 2007*:

Health surveillance should be made available to employees whose risk assessment revealed a risk to their health.

An employer shall—

(a) where employees are liable to be exposed to noise at work above a lower exposure action value, in consultation with the employer's employees or their representatives, or both, make a suitable and appropriate assessment of the risk arising from such exposure,

(b) in carrying out the risk assessment referred to in paragraph (a), if necessary measure the levels of noise to which the employer's employees are exposed.

**Application of the Regulations Requirements**

The Regulations require an employer to take specific action at certain action values. These are the daily noise exposure level or the peak sound pressure level which, if exceeded, for an employee, action will need to be taken to reduce the risk.

These relate to:

- The levels of exposure to noise of your employees averaged over a working day or week; and
- The maximum noises (peak sound pressure) to which employees are exposed in a working day.

The values are:

**lower exposure action values:**

- daily or weekly exposure of 80 dB;
- peak sound pressure of 135 dB;

**upper exposure action values:**

- daily or weekly exposure of 85 dB;
- peak sound pressure of 137 dB.

The purpose of hearing checks and audiometric tests is to provide early diagnosis of any hearing loss due to noise and to assist in the preservation of hearing.

## Vibration

### What the Regulations Require

Chapter 2 of Part 5 of the Safety, Health and Welfare at Work (General Application) Regulations 2007:

- An employer shall ensure that appropriate health surveillance is made available to those employees for whom a risk assessment reveals a risk to their health, including employees exposed to mechanical vibration in excess of an exposure action value (hand-arm vibration 2.5m/s² and whole body vibration 0.5m/s²).

### Application of the Regulations Requirements

The Regulations include requirements for employers to:

- Assess the vibration risk to their employees
  - Decide if their employees are exposed above the daily exposure limit value (ELV); and
  - If so take immediate action to reduce their exposure below the ELV
- Decide if their employees are exposed above the daily exposure action value (EAV) and if so implement the required controls to reduce exposure.

### Retention of Health Surveillance Records

Retention is in line with TU Dublin retention schedules.

## Ionising Radiation

### What the Regulations Require

Safety, Health and Welfare at Work (Electromagnetic Fields) Regulations 2016; Regulation 10

These Regulations apply to activities in which employees are or are likely to be exposed to risks to their safety and health arising from exposure to Electromagnetic Fields (EMFs) while working and they impose obligations and duties on employers to protect their employees.

The Regulations cover all known direct biophysical and indirect effects caused by EMFs.

### Application of the Regulations Requirements

Where employees are liable to be exposed to EMFs at work, the employer is required to carry out a risk assessment. If necessary, the risk assessment will include measuring or calculating the levels of EMFs.

The employer is required to ensure that the ELVs set out in Schedule 2 (non-thermal effects) and Schedule 3 (thermal effects) of the Regulations are not exceeded unless certain conditions are met.

- Schedule 2 describes the ELVs and associated Action Levels (ALs) for non-thermal effects over a range of frequencies from 0 Hz to 10 MHz. The ELVs and ALs for different frequencies are specified in tables in the Regulations.
- Schedule 3 describes the ELVs and associated ALs for thermal effects over a range of frequencies from 100 kHz to 300 GHz. The ELVs and ALs for different frequencies are specified in tables in the Regulations.

Health surveillance intended to prevent or rapidly diagnose any adverse health effect due to exposure to EMFs must be made available by the employer...

### Retention of Health Surveillance Records

Retention is in line with TU Dublin retention schedules.
### Chemical Agents

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| Safety, Health and Welfare At Work (Chemical Agents) Regulations, 2001 | It shall be the duty of every employer to make provision for appropriate health surveillance to be made available, under the responsibility of an occupational healthcare professional, to those employees for whom a risk assessment reveals a risk to their safety and health. |Health surveillance shall be regarded as being appropriate when -
(a) the exposure of an employee to a hazardous chemical agent is such that an identifiable disease or adverse health effect may be related to the exposure,
(b) there is a reasonable likelihood that the disease or effect may occur under the particular conditions of his or her work, and
(c) there are valid low risk techniques to the employee for detecting indications of the disease or the effect.
(d) Health surveillance shall be mandatory for employees when a biological limit value for a hazardous chemical agent is listed in Schedule 2 or in an approved code of practice and it shall be the duty of the employer to ensure that employees are informed of this requirement before being assigned to a task involving risk of exposure to a hazardous chemical agent for which a biological limit value is listed. | Retention is in line with TU Dublin retention schedules. |

### Optical Radiation

(e.g. ultraviolet (UV) radiation, visible light and infrared radiation)

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| Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2010 Part 9 control of artificial optical radiation at work | It shall be the duty of an employer to ensure that appropriate health surveillance is made available to those employees for whom a risk assessment reveals a risk to their health, including employees exposed to artificial optical radiation in excess of an exposure limit value. |Health surveillance, the results of which are taken into account in the application of preventive measures at a particular place of work, shall be intended to prevent or diagnose rapidly any long-term health risks and any risk of chronic disease resulting from exposure to artificial optical radiation.
(3) An employer shall ensure that a health record in respect of each of his or her employees who undergoes health surveillance is made and maintained and that that record or a copy thereof is kept available in a suitable form so as to permit appropriate access at a later date, taking into account any confidentiality concerns. | Retention is in line with TU Dublin retention schedules. |