

## MONITORING STAFF HEALTH PROCEDURE

<b>Section</b>	Health and Safety
<b>Contact</b>	University Health and Safety Manager
<b>Last Review</b>	August 2014
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<b>Approval</b>	University Health and Safety Manager

### Purpose:

The purpose of this procedure is to detail University requirements for:

1. Preventative health initiatives,
2. Assessment of occupational environmental hazards and health effects on staff,
3. Pre and exit baseline health monitoring, and
4. Medical certificates (cost of).

Pre employment health assessments are covered in the [Policy on Pre-employment Checks for Prospective Appointees](#).

The associated Monitoring Staff Health [Guidelines](#) should be consulted for steps on when and how health monitoring is to be completed.

### Procedure:

#### **Preventative health initiatives**

Infection hazards or the health impact of infection can often be reduced by appropriate vaccination producers. Examples of such procedures include:

- All students and staff who work in medical professions should have a BCG<sup>1</sup> vaccine unless they are Mantoux positive already to protect against tuberculosis,
- Staff travelling to countries with active malaria risk should take anti malarial precautions,
- Winter seasonal viruses, including pandemic strains such as H1N1.

When there is increased risk of infection, managers are encouraged to reduce the infection effects by ensuring staff and students have checked and taken suitable preventative health initiatives. Where preventative procedures are required as a part of work (eg travel to a country with medical risk, work with infected people), the cost of the procedures is a part of employment responsibilities.

Staff and students are to ensure the preventative measures are undertaken when they are in situations of increased infection risk.

Information about infection risk is available from:

- Health and safety web site (see Specific hazards > Infectious diseases)
- Medical country risk rating on [SOS website](#) (Latest travel advice and warnings on the [International SOS website](#))

<sup>1</sup> Bacillus Calmette-Guérin (or Bacille Calmette-Guérin). BCG is a vaccine against tuberculosis.

### **Requirement for environmental and or health monitoring in hazardous situations**

When a significant hazard<sup>2</sup> cannot be eliminated, isolated, or minimised the manager must:

- minimise harm to employees, and
- provide protective equipment to employees, and
- monitor exposure to the hazard in the occupational environment, and
- if possible obtain employee consent to monitor their health in relation to the hazard, and
- ensure monitoring of employee health (with the employees consent) in relation to the hazard. (e.g. working in a very noisy environment would need assessment and staff who work in that environment should have audiometric tests if the noise could cause hearing loss.)

Where managers use minimisation and personal protective equipment as the method of controlling a hazard, then monitoring must be undertaken as a part of employment responsibilities.

It should be noted personal protective is measure of the last resort in controlling hazards, and superior methods of elimination and isolation do not require personnel monitoring. Some isolation systems (e.g. fume cupboards/biohazard cabinets) have other technical monitoring requirements as part of quality control or calibration verification.

### **Pre and exit baseline health monitoring**

Where tasks in a position expose an employee to a significant hazard that affects health, the employee's health status in relation to the hazard must be assessed if possible at the time of engagement and exit from duties during which the exposure occurs.

(e.g. Research or use of traceable toxic chemicals should include pre and post biological monitoring, traumatic research projects may warrant pre and post psychological assessment, pre and exit audiometric tests for staff who work with noisy instruments or equipment.)

### **Medical certificates (cost of)**

Absences: Medical certificate for absences longer than 5 consecutive days must be provided by employees as specified in employment agreements. The cost medical certificates for shorter periods is a department employment responsibility.

Impairment, reduced capacity, medical conditions: Where a manger requires medical certificates for reasons other than absence, the cost of the examination is a department employment responsibility.

### **Definitions:**

Hazard:	Something that might or does cause harm
Significant hazard:	Something that causes serious harm
Elimination:	Where the hazard is removed.
Isolation:	Where the hazard or employees are separated by a barrier.
Minimisation:	When a hazard is reduced but still present at significant level that will cause serious harm (ie significant hazard).
Department (al):	A generic term reefing to University operating groups. Other equivalent terms are School, Institutes, Section, Division etc.

### **Audience:**

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<sup>2</sup> It is essential to note that this requirement is only invoked if the hazard is still significant after minimisation. If the hazard is minimised to the point it cannot cause serious harm, monitoring is not required, other than to demonstrate the hazard is at a "safe" level.

Staff and 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.

**Relevant legislation:**

Health and Safety in Employment Act 1992,  
Holidays Act  
Injury Prevention, Rehabilitation Compensation Act 2001,  
Occupational health and safety management systems – General guidelines on principles, systems and supporting techniques (AS/NZS 4804:2001)

**Legal compliance:**

The requirement to undertake staff health monitoring is detailed in s:10(2)9c), and 11 of Health and Safety in Employment Act 1992.

Provision in relating to absence are covered by Holidays Act and University Employment agreements.

**Related procedures / documents:**

[Policy on Pre-employment Checks for Prospective Appointees.](#)  
[Monitoring Staff Health Guidelines](#)  
[Employment agreements.](#)

**Document Management Control:**

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