

Responsibilities for health surveillance

Title	Oxford University	Your organisation
Vice Chancellor / Dean (+ Health and Safety Committees)	Overall responsibility Policy Formulation Strategy to achieve policy Incidents and case monitoring	
Heads of Department , Director of Institute (departmental safety officer)	Clarification of responsibilities within departments Ensure there are systems to brief new managers and supervisors on health and safety surveillance responsibility Ensure health and safety of novel research Records Attendance+ sanctions for non-attendance	
Research programme leader	Safety of research under their remit Competency and fitness of team for work Identification of hazards requiring surveillance Health and safety training Attendance at surveillance	
Principal Investigator	Registration and attendance at health surveillance Correct use of controls Training	
PhD Student / undergrad Students	Reporting of symptoms Personal attendance	
Safety Officers	Identifying hazards requiring surveillance and ensure risk assessments up to date	
Occupational Health	Policy development Registration, recall and attendance monitoring Health surveillance competency of staff (audit) Novel research monitoring Identification of trends and outcome reporting	