



JOB HAZARD FORM

Manager’s request to include staff, students and visiting workers in Occupational Health screening programmes for specific workplace health risks

Please complete this form in order to request inclusion of new staff, post-grad students or staff changing roles, in UCL health surveillance or immunisation programmes for specific workplace health risks. The form must be completed by the employee’s Manager or ‘Designated Departmental Contact’. *Please remember that work with respiratory sensitisers (animal allergens and latex) or driving **must not** commence before Baseline Health Surveillance / screening has been completed and the outcome confirmed.*

EMPLOYEES DETAILS:		Gender			Date of birth			
Surname				Forenames			Title	
Work tel			Mobile tel			Email		
Employer	UCL <input type="checkbox"/>	UCL (Royal Free) <input type="checkbox"/>	MRC <input type="checkbox"/>	Foundation for Liver Research <input type="checkbox"/>				
Job Title					Employee Number			
Department				Faculty				
UCL user id				Start Date			Finish (PhD / MSc)	

The job involves work with:

<input type="checkbox"/> Exposure to animal allergens (inc. maintenance work)	<input type="checkbox"/> NHS Research Work – if the role includes working within the NHS a research passport may be required. For further details please see: www.ucl.ac.uk/hr/docs/passport.php
<input type="checkbox"/> Human blood / fluids / tissue / infectious agents PLEASE STATE (hepatitis B, influenza etc)	
<input type="checkbox"/> Safety Critical Environments – where the role involves tasks (e.g. working at heights or in cat. 3 laboratories) where sudden illness or incapacity cause serious injury to self or others.	
<input type="checkbox"/> Latex	<input type="checkbox"/> Raw sewage
<input type="checkbox"/> Regular night shifts	<input type="checkbox"/> Food handler
<input type="checkbox"/> Vocational Driving	<input type="checkbox"/> Overseas work-travel or secondment.
	<input type="checkbox"/> Chemicals Labelled R42

Departmental Contact details: (who the outcome report should be sent to)

Name	Email	
Tel	Department	
Confirmed by Employing Manager		Date

PLEASE **SAVE** THIS FORM **THEN E-MAIL** BACK TO ohsadmin@ucl.ac.uk

Once received the Occupational Health Team will contact the named employee to organise baseline health surveillance (if required). Outcome reports generated from appointments will be copied to you and the employee. If you have any queries please contact: ohsadmin@ucl.ac.uk