



Known Risks Referral Form Occupational Health (OH)

Potential known risks to employees' health are detailed on this form together with explanatory notes overleaf. These risks have been assessed in respect of the job role by taking into consideration the explanatory notes and by reference to any task-based risk assessments which should have already identified hazards where health surveillance is required. Where identified, risks may be reduced with the assistance of the OH Surveillance Programme.

The job description and associated known risks identified below are sent to OH for assessment either as part of the pre-employment checks in the event of a new starter to the organisation, or where risks change as a result of a job, environment or any other change which affects the potential risk. Thorough completion of the document is essential to enable the OH Advisor to make an informed judgement on future actions. If you have any queries about how to complete this form, please contact OH on 01325 406377.

In the course of their work this employee;	YES / NO
A) Is likely to be exposed to asbestos	N
B) May be exposed to lead or lead based products	N
C) Is at risk from noise that might affect their health	N
D) Will be exposed to vibration likely to be above the exposure action level.	N
Will be exposed to vibration below the exposure action level.	N
E) May require a health assessment for night work	N
F) Is exposed to hazardous substances as detailed overleaf	N
G) Is required to drive a Council vehicle	N
Is required to drive their own vehicle for Council business	N
Is required to drive a HGV / LGV / PCV / FLT or similar	N
H) Is required to work in a confined space where specialist equipment or breathing apparatus is needed	N
I) Is required to operate any construction plant	N
J) Is required to be responsible for / work with vulnerable clients	N
K) Is at risk of needle stick injury, bites, exposure to faeces or sewage.	N
Is at risk of contracting infectious disease through direct or indirect contact with clients.	N
L) Will handle food	N
Other – Please specify	

Explanatory Notes

A) ASBESTOS

Employees liable to be exposed to asbestos must be under suitable medical surveillance by HSE appointed doctor. This is mainly aimed at employees who are required to work with asbestos. The medical will alert employees to any problems in relation to the wearing of respirators and provide an indication of any diseases that may stop them from working with asbestos.

B) LEAD

Employees liable to be exposed to lead must be under suitable medical surveillance where:

- The exposure to lead is likely to be significant;
- Blood lead concentration is measured and equals or exceeds levels detailed in the regulations;
- A HSE appointed doctor certifies that the employee should be under medical surveillance and time interval between medicals.

C) NOISE

Health surveillance hearing checks must be provided for employees who are likely to be regularly exposed above the upper exposure action values, or at risk for any reason e.g. they already suffer from hearing loss or are particularly sensitive to damage.

Ideally health surveillance should start before people are exposed to the noise (i.e. new starters or those changing jobs) to give a baseline. It can, however, be introduced at any time. Health checks are annual for the first two years of employment then at 3 yearly intervals (which may need to be more frequent if hearing problems are detected or where risk of hearing damage is high)

D) VIBRATION

Health Surveillance should be provided for vibration exposed employees who:

- Are likely to be exposed above the action value of 2.5m/s^2 (A8) or 100 points;
- Are likely to be regularly exposed to whole body vibration above the action value of 0.5m/s^2 A(8) or 100 points;
- Are likely to be exposed occasionally above the action value and where the risk assessment identifies that the frequency and severity of exposure may pose a risk to health; or
- Have a diagnosis of HAVS or long term back pain (even when exposed below the action value)

If any of the above applies to your employee please mark yes in the first 'vibration' statement overleaf.

- If an employee will be exposed to vibration below the action value they must be assessed by Occupational Health to establish a baseline and identify any existing health conditions that may affect their ability to work with any vibration.

If this applies to your employee please mark yes in the second 'vibration' statement overleaf.

E) NIGHT WORK

Employees are offered a health assessment before commencing night work. This assessment takes account of any existing medical condition or ongoing medical treatment which may affect whether the individual is suitable for night work.

F) COSHH

Breathing in certain dusts, gases, fumes and vapours in the workplace can cause serious, long-term lung damage and disease including asbestosis; silicosis; chronic obstructive pulmonary disease (COPD); asthma; emphysema; sensitisation and lung cancer. Anyone exposed to sensitisers, dust, and fumes must be referred for a health surveillance assessment.

Contact with certain substances can cause severe dermatitis; skin irritation; depigmentation; sensitisation; skin cancer or oil acne.

Refer to COSHH assessments to identify where high risk substances have been identified and the Material Safety Data Sheet states that health surveillance is necessary; if these substances cannot be substituted for less hazardous ones then employees must be referred for health surveillance.

G) DRIVERS

Driving Council Vehicles - Occupational health assessments are carried out on employees required to drive Council Vehicles in line with FTA / DVSA requirements including recording of driving licence number, endorsements and declaration from employee on HR on-line annually. Declaration includes details of eye sight, medication and driving hours outside of employment at DBC.

Driving of Own Vehicle on Council Business - Managers are required to ensure recording of employees driving licence number, endorsements and declaration including eye sight, medication and driving hours outside of employment at DBC on HR on-line annually.

HGV/LGV/PCV drivers and operators of FORKLIFT TRUCKS - Occupational health assessments are carried out on employees required to drive Large Goods Vehicles or Passenger Carrying Vehicles as defined in the Road Traffic Act 1988. Medicals are carried out on employees who operate Fork Lift Trucks as recommended in the code of practice HSG6.

H) CONFINED SPACES

Where an individual will be required to work in confined spaces or unusual environmental conditions and is required to use respiratory or other specialised equipment.

I) CONSTRUCTION PLANT

A requirement to operate any construction plant i.e. Telehandler, Tower Crane, Dumper, Excavator etc.

J) VULNERABLE CLIENT GROUPS

This would include all job roles which involve working with and being responsible for vulnerable groups such as children, elderly people and people with learning or behavioural difficulties. This includes job roles such as a Teacher, Teaching Assistant, and Social Worker.

K) COMMUNICABLE DISEASES

Exposure to potential blood borne virus or infectious diseases, where risk assessments have identified a significant risk.

- Injuries, such as a needle stick injury from a discarded used syringe, or human/animal bites.
- Contact with faeces and human sewage
- Exposure to infectious diseases by direct or indirect contact with infectious clients i.e. Tuberculosis (TB), Hep A, Hep B, measles, flu etc.

Please detail the exact nature of the hazard and forward a copy of the risk assessment to OH.

L) FOOD HANDLER Including,

- Those employed directly in the production and preparation of food, including manufacturing, catering and retail
- Those undertaking maintenance work or repairing equipment in food handling areas
- Enforcement officers and visitors to food handling areas

Employees who handle pre-wrapped, canned or bottled food are **not** considered food handlers.

OTHER

Any other risks where the individual may benefit from OH advice and guidance, i.e. an individual with an underlying health problem / ongoing medical treatment who may be required in their work to work at height