**KEY JOB HAZARDS EVALUATION FORM**

This form should be completed by the **recruiting manager in conjunction with the job roles supervisor/manager** **with advice from their local Health and Safety Adviser/Manager. Ensure you follow the recruitment guidance at XXX [link to our website] and that you follow the appropriate guidance on that page.**

**Section 1 - Prior to Recruitment:**

| **Please indicate whether this person’s job will involve work with any of the following:** | **Further information to inform your plan** | **Enter date once process has been followed:** |
| --- | --- | --- |
| 1. Animals, including farm animals, insects and birds

  | Yes [ ]  No[ ]  | **Further guidance on management of exposure to laboratory animal allergens can be found at** [**https://www.edweb.ed.ac.uk/health-safety/guidance/hazardous-substances/animal-allergens**](https://www.edweb.ed.ac.uk/health-safety/guidance/hazardous-substances/animal-allergens) **including the requirement for registration on the CHPS system.**Enrolment on the University health surveillance programme will be necessary on commencement of employment and prior to exposure, see <https://www.edweb.ed.ac.uk/health-safety/occupational-health/managers/health-surveillance/vaccinations-for-manager> Also consider possible significant indirect contact, e.g., through location of office/laboratory in relation to the animal facility or maintenance work, include domestic (farm animals and birds). |  |
| 1. Working with pathogens or pathogen infected materials.
 | Yes [ ]  No[ ]  | Vaccinations may be required, for more information see <https://www.edweb.ed.ac.uk/health-safety/occupational-health/managers/health-surveillance/vaccinations-for-manager>  |  |
| 1. Working with pathogens or genetically modified organisms in containment level
 | Yes [ ]  No[ ]  | If the person will be culturing or handling cultures of Hazard Group 3 pathogens or GMOs classified as class 3 projects on the basis of their risk to *human* healththe person responsible should ensure that expert advice on risk assessments is obtained from the Biological Safety Committee to identify any health requirements.Referral to OHS can be considered IF REQUIRED and as indicated by the School Biological Safety Adviser.Vaccinations may be required, for more information see <https://www.edweb.ed.ac.uk/health-safety/occupational-health/managers/health-surveillance/vaccinations-for-manager> Health record for exposure to hazard group 3 biological agents |  |
| 1. Human tissues and blood
 | Yes [ ]  No[ ]  | If ‘yes’ please forward copies of documentary evidence of the individuals hepatitis B immunisation vaccination records and blood test results (e.g. GP print out and/or vaccination record book) to OHS.Vaccinations may be required, for more information see <https://www.edweb.ed.ac.uk/health-safety/occupational-health/managers/health-surveillance/vaccinations-for-manager>  |  |
| 1. Work with ***ionising*** radiation that requires the individual to be designated as a Classified Person.
 | Yes [ ]  No[ ]  | A Risk Assessment is required prior to starting any work with ionising radiation. This Risk Assessment should identify whether the individual requires designation as a Classified Person. An individual may require designation as a Classified Person if their work with radioactive substances or radiation generators is likely to result in them receiving, in any year, an ionising radiation dose three tenths that of any statutory radiation dose limit (6 mSv whole body dose, 150 mSv hand/skin dose).Any intention to classify an individual must be first confirmed by the University Radiation Protection Unit. *A medical assessment by an HSE Approved Physician is required prior to commencing classified radiation work.* Contact the Radiation Protection Unit for more information, <https://www.ed.ac.uk/health-safety/radiation-protection/about/contacts> |  |
| 1. Work or contact with ***non-ionising*** radiation sources such as Lasers and hazardous EMF sources.
 | Yes [ ]  No[ ]  | In some cases, Electromagnetic Field (EMF) Sources and Lasers can present an additional risk to certain persons. The University must try to identify those ‘employees at particular risk’ so that their work can be risk assessed appropriately. Employees at particular risk from hazardous EMF sources might be those with passive or active medical implants and those with body worn medical devices such as insulin pumps. Employees at particular risk from hazardous Laser sources might be those with an enhanced skin photosensitivity.Contact your Departmental EMF or Laser Supervisor if you think the individual may need to be risk assessed as an employee at particular risk. A list of Departmental EMF and Laser Supervisors can be found here:<https://www.ed.ac.uk/health-safety/radiation-protection/supervisors> |  |
| 1. Toxic metals e.g. lead, mercury, thallium -
 | Yes [ ]  No[ ]  | As identified through risk assessment, there may requirement for HSE approved Physician assessment. See <https://www.edweb.ed.ac.uk/health-safety/occupational-health/managers/health-surveillance> for more information on health surveillance |  |
| 1. Night work (between 2300 and 0600hrs inclusive)
 | Yes [ ]  No[ ]  | Regular work of at least 3 hours during the night period 23:00hrs and 06:00hrs only - **not** working late in the evening. For more information on health assessment See <https://www.edweb.ed.ac.uk/health-safety/occupational-health/managers/health-surveillance>  |  |
| 1. International travel on behalf of the University and/or high hazard fieldwork
 | Yes [ ]  No[ ]  | Please see <https://www.ed.ac.uk/staff/business-travel> and <https://www.ed.ac.uk/health-safety/occupational-health/managers/travel-health-for-managers> for further guidance on international travel |  |
| 1. Respiratory/skin sensitisers e.g. solder flux, latex, isocyanates, wood dust, glues and resins.
 | Yes [ ]  No[ ]  | Guidance on sensitisers is available at <https://www.ed.ac.uk/health-safety/guidance/hazardous-substances/sensitisers>  |  |
| 1. Regular exposure to noise
 | Yes [ ]  No[ ]  | At an action values that requires health surveillance as identified through noise measurement assessment undertaken by the local Safety Representative or Occupational Hygiene. Confirm the hazard as identified through risk assessment. Further guidance available at <https://www.ed.ac.uk/health-safety/guidance/workplaces-general/noise>  |  |
| 1. Regular use of vibrating tools
 | Yes [ ]  No[ ]  | At an action values that requires health surveillance as identified through HAVS measurement assessment undertaken by the local School Safety Adviser or Occupational Hygiene Unit. Confirm the hazard as identified through risk assessment. See <https://www.edweb.ed.ac.uk/health-safety/guidance/workshops-maintenance-contractors> for further guidance. |  |
| 1. Respiratory protection
 | Yes [ ]  No[ ]  | Certain activities may require respiratory protective equipment. Please see <https://www.ed.ac.uk/health-safety/guidance/ppe/rpe> for further guidance. |  |
| 1. Other - *Please specify*
 | Yes [ ]  No[ ]  | There may be other key hazards which have not been identified in the list above, you must ensure these are also considered. |  |

**Section 2 - Post Recruitment:**

|  |  |  |  |
| --- | --- | --- | --- |
| First names: |  | Surname: |  |
| Job title: |  | Start date: |  |
| **Form completed by:** |  | **Post title**: |  |

**File in CATEGORY: 09 – OPERATIONAL on the HR Employee SharePoint site for employee**