



OCCUPATIONAL HEALTH POLICY

Introduction

It is the policy of LSHTM to ensure, as far as is reasonably practicable, that our work activities have no detrimental effect on the health and well-being of our staff. To this end the Safety Office have contracted an independent and confidential Occupational Health service, provided by The Royal Marsden, for all staff of LSHTM.

Occupational Health works alongside the Safety Office and considers the effects of health on work and work on health.

Services provided are:

- Pre-employment assessments
- Work related vaccinations and immunisations
- Accident and incident follow up
- Sickness absence reviews in liaison with Human Resources
- Fitness for work assessments
- Health Surveillance

Services not provided:

- Occupational Health does NOT provide a First Aid, GP or treatment service.
- Prescriptions are NOT provided.

In addition to occupational health support Human Resources (HR) has contracted a confidential Helpline to assist staff who require help with issues such as stress, bereavement, legal and financial concerns etc.

Application

It is the policy of LSHTM to ensure, as far as is reasonably practicable, that the health and well-being of staff, and other persons, are not adversely affected by our work activities. The policy document applies to Deans of Faculties and Heads of Professional Support Services, as well as to all other persons responsible for managing staff.

Responsibilities

Occupational Health Service

The Occupational Health Advisor is responsible for providing advice on:

- **Health Surveillance**
Every member of staff **MUST** inform the Occupational Health Advisor of any change in their health which may affect their susceptibility to infection or impact upon their fitness to work in the area in which they are employed.
- **Vaccinations**
Any work related vaccinations and advice is available from the Occupational Health Advisor. Contact 020 7808 2139 for an appointment, saying that you are calling from LSHTM or email

occupationalhealth@lshtm.ac.uk

Vaccination advice relating to travel overseas on School business should be sought from the HTD Travel Clinic (020 7388 9600) or Nomad Travel Clinic (029 7833 4114).

Hepatitis A - required for works/maintenance staff, eg. plumbers

Hepatitis B - required for all staff who may be in contact with blood or body fluids.

This includes all laboratory staff, first aiders, phlebotomists and works/maintenance eg. plumbers.

Contracted domestic staff - evidence must be provided from their employer that staff are covered against blood borne viruses or provide relevant vaccination.

Typhoid - required for works/maintenance staff, eg. plumbers

- **Working Within BSF**

Any member of staff wishing to work in the BSF must see the Occupational Health Advisor prior to commencing any work in order that appropriate health surveillance can be initiated. Please refer to BSF specific Code of Practice for further information.

- **Working With Insects**

Work which involves working with or handling insects and arthropods requires specific health surveillance.

- **Working within Containment Level 3 Laboratories**

Any member of staff wishing to work in the containment level 3 (CL3) laboratories must see the Occupational Health Advisor prior to commencing any work.

Appropriate health surveillance will be carried out by the Occupational Health Department prior to staff or research students commencing work in CL3 laboratories and wherever appropriate thereafter in accordance with current legislation.

- **Genetic Manipulation (GM)**

The names of all staff involved in GM projects will be notified to the School's Occupational Health Advisor by the Safety Office.

The Principal Investigator MUST inform the Occupational Health Advisor of any unusual patterns of illness within their research group

Records to be kept for 40 years from the last date of work.

- **Radioisotopes**

In general, workers using radioisotopes are not required to have any form of medical surveillance. Workers using I-125 and P-32 will be issued with a film badge dosimeter by the Radiation Protection Supervisor (RPS) which they must wear at all times whilst handling the isotopes.

For those working with high levels of P-32 fingertip monitoring is also available from the RPS. Those carrying out iodination should monitor their thyroid after each iodination procedure (see the RPS).

In the event of possible contamination with a significant quantity of radioisotope, the School's Radiation Protection Advisor will be contacted and an investigation carried out by staff from the Department of Medical Physics and Bioengineering, UCLH.

- **New and Expectant Mothers**

Expectant mothers are advised to inform, in confidence, their line manager and HR as soon as they are aware that they are pregnant.

The Occupational Health Advisor is available via email or appointment for those new and expectant mothers (including their managers) should there be concerns regarding how work impacts on their current condition or vice versa.

A risk assessment must be made of the risk to pregnant staff by the pregnant member of staff jointly with their line manager.

Further details can be found in the New and Expectant Mothers policy.

- **Workstation Assessments**

All staff can request a workstation assessment at any time by completing a Display Screen Equipment (DSE) self-assessment form ([available on the intranet](#)) and returning it to their FSS.

Where a member of staff is experiencing discomfort or pain in using their workstation, the following procedure should be followed:

- Initial referral to their FSS requires completion by the staff member of the DSE self-assessment form. This can be submitted either via e-mail or internal mail.
- The FSS will then arrange for someone to visit the staff member and carry out a workstation assessment and make any necessary recommendations and adjustments to the workstation.
- If after a follow-up by the FSS there has been no improvement/resolution then the staff member should be referred by the Safety Office who will contact the School's Occupational Physiotherapy consultants for a formal assessment.
- The Occupational Physiotherapy consultants will report back to the staff member and the Safety Office with confirmation of:
 - a) any diagnosis
 - b) any recommendation for treatment/other action (including a recommendation that ergonomic equipment may be required), an assessment for which should be arranged.
- Where applicable: funding will generally be from Faculty/Department or research project accounts. There is no central safety budget for such equipment.

- **Eye Tests**

Staff whose job requires the frequent use of display screen equipment are entitled to eye tests paid for by the School (and glasses where prescribed solely for use with the equipment).

- Please send a completed eye test request form to the Safety Office

For more information look in the working safety with computers section on the intranet and refer to the Display Screen Equipment Policy.

- **Overseas Travel**

Please follow this link: <https://lshtm.sharepoint.com/Services/travel/>

- **Emergency Procedures**

- **Needle stick Injury Or Splash To Mucous Membrane During Working Hours (Normally 8.30 – 4.30)**

Contact the Occupational Health Department immediately on 020 7808 2139 and ask to speak to the work basket nurse.

Follow their advice and make an appointment with the Occupational Health Advisor for the next available on-site appointment.

- **Needle stick Injury Or Splash To Mucous Membrane OUT OF HOURS**

Go straight to Accident & Emergency at UCLH.

The next working day make an appointment with the Occupational Health Advisor for the next available on-site appointment.

- **Radioisotopes**

In the event of possible contamination with a significant quantity of radioisotope, contact the Radiation Protection Supervisor immediately (extension 2293) or via Reception.

In the event of possible contamination with a significant quantity of radioisotope, the School's Radiation Protection Advisor will be contacted and an investigation carried out by staff from the Department of Medical Physics and Bioengineering, UCLH.

- **Possible Exposure to a Hazardous Substance/Pathogen**
See flow chart in appendix one

RESPONSIBILITIES

Deans of Faculty and Heads of Professional Services

The Deans of Faculty and Heads of Professional Services are responsible for:

- Ensuring that suitable and sufficient risk assessments are carried out for all activities within their area of responsibility including those that could lead to ill health, e.g.,
 - Exposure to hazardous agents, including chemical substances, microbiological agents and ionising and non-ionising radiation
 - Exposure to levels of noise that could cause deafness or tinnitus
 - Exposure to extremes of temperature or humidity
 - Poor ergonomic design that may result in strains, pains or sprains associated with awkward body postures of movement or the application of prolonged and excessive forces.
- Identifying through the risk assessment process the need for any specific health screening requirement associated with their work activities
- Ensuring that relevant members of staff attend screening sessions
- Arranging, through HR, for referral to Occupational Health where deemed necessary, e.g., when a member of staff informs them of a medical condition that could adversely affect their health and safety, or that of other persons, while in the course of their employment
- Arranging alternative 'low risk' work for members of staff, where appropriate, until the situation is resolved
- Arranging, through HR, for any person intending to return to work after a prolonged absence, due to illness or injury, to attend a meeting with Occupational Health to ensure that their work activities will not put themselves or other persons at undue risk
- Conducting return to work discussions with those persons that have been away from work for a prolonged period as a result of illness or injury
- Considering reasonable adjustments to facilitate an early return to work, subject to risk assessment

Note: The Deans of Faculty and Heads of Professional Services may delegate the above tasks to specific Managers, within their area of authority, as appropriate.

All Staff

All staff are responsible for:

- Cooperating with this policy
- Attending scheduled screening sessions
- Informing their manager of any medical condition that could adversely affect his/her health and safety, or that of other persons while in the course of their employment.

