Health Surveillance Process

Step 1: Health surveillance risk assessment
The first step is to carry out a risk assessment of the task and/or workplace to identify if there is a need to provide health surveillance to staff. In the first instance this should be carried out by the principal investigator or line manager responsible for the task/area.

Step 2: Type of health surveillance needed
The type of health surveillance will depend on the hazards present and the level of exposure of each individual.
Note: In some workplaces more than one type of health surveillance may be required if multiple hazards are present.

Step 3: Determine the risk to the individual
The need for health surveillance will depend on both the task and the individual involved. Some people may be at higher risk of ill health due to longer / more frequent exposures based on their duties or pre-existing medical conditions, allergies, pregnancy / breast feeding and age.

Step 4: Requesting health surveillance
Once the need for health surveillance has been identified, a formal request should be submitted to the occupational health team using the health surveillance request form. This request should be submitted by the principal investigator / line manager and include details of all individuals identified as requiring health surveillance.

Step 5: Carry out health surveillance
Once the request for health surveillance has been approved, the individuals requiring health surveillance will be contacted directly by the occupational health team who will make the necessary arrangements. This may involve an ongoing process of regular health assessment, pre-employment checks etc.

Step 6: Record results and review regularly
The results will be recorded by the occupational health team who will help to determine the need for further health surveillance. It is good practice to regularly review the need for health surveillance to account for any change the level of risk which may confirm the need for health surveillance or in some cases eliminate it.

Special / additional requests
In some cases there may be a need for additional health surveillance to be carried out.
- Unusual exposure conditions
- Report of ill health
- Accident / incident
- Change in working conditions
- Change in medical condition
- Failure of safety equipment
- Change in equipment
- Change of legislation / guidance
- Introduction of new substances

All requests for additional health surveillance should be made by the principal investigator / head of service as normal.