



HEALTH SURVEILLANCE GUIDELINE

PURPOSE

These guidelines support the *Health and Safety Policy* and *Health and Safety Management Standards* at the University.

This guideline outlines the requirements and approach to conducting risk based health surveillance for high risk areas identified within the Health and Hygiene Risk Assessment.

The scope of these guidelines includes all staff, researchers, students and visitors of Curtin University.

DEFINITIONS

Biological Monitoring	The measurement and evaluation of the levels of a hazardous substance or chemical or its metabolites (break-down products) in body tissues, body fluids like urine or blood or in exhaled breath of an exposed person.
Exposure	Occurrence of an employee being in contact with a hazard
Health Surveillance	Health monitoring of employees at risk of occupational exposure to certain hazardous substances
Prescribed Workplace	A workplace where a worker receives a representative daily noise dose (8hr day) of 90dB(A) or its equivalent, or a peak noise exposure of 140dB (lin) at any time.
Risk	The likelihood and consequence of injury or harm occurring
Risk Assessment	The overall process of risk identification, analysis and evaluation

1. HEALTH SURVEILLANCE PROGRAM

A health surveillance program is required where there has been an identified exposure to an occupational hazard during the day-to-day work activities. Each work area is responsible for arranging any health assessment or biological monitoring required as a result of significant occupational exposure.

1.1. NOTIFICATION

Each work area shall be notified of the requirements surrounding health surveillance upon the completion of the Health and Hygiene Risk Assessment in the form of a Health and Hygiene Risk Report.

Further information is available in the [Health and Hygiene Management Plan](#).



1.2. CRITERIA

Health surveillance is required for workers who are exposed to noise or vibration, ionising radiation, solvents, fumes, dusts and other chemicals or substances hazardous to health.

The need for health surveillance is identified where:

- a) There is a significant risk to human health from an occupational exposure with a risk rating above Medium as per the Health and Hygiene Management Plan
- b) It is a requirement by legislation.

Hazards present at Curtin University that may require Health Surveillance include:

- a) Noise
- b) Hazardous Substances.

Health surveillance is not a control measure, however surveillance can be used in addition to safety controls to monitor the effects of occupational exposure to human health.

1.3. HEALTH SURVEILLANCE PROCESS

Health surveillance shall be managed in line with the below process:



2. NOISE

As per the [Workers Compensation and Injury Management Act 1981](#), any prescribed workplace (exposure over 90 decibels) is required to have employees undertake audiometric testing as per the process outlined above. However if individuals are exposed to noise and ototoxic substances regular audiometric testing will be implemented where there is an exposure to noise over 80 decibels.

The implementation of an audiometric testing program shall be in line with AS/NZS 1269.4.2005 Occupational noise management – auditory assessment.

3. HAZARDOUS SUBSTANCES

Where it is identified through the Health and Hygiene Risk Report that there is a significant risk of exposure to a hazardous substance as identified within the [Occupational Safety and Health Regulations 1996](#), there is a requirement that the work area arrange health surveillance.

Health surveillance shall be managed in accordance with SafeWork Australia; Health Monitoring for Exposure to Hazardous Chemicals. See Relevant Documents/Links.



4. SERVICE PROVIDERS

Details for preferred service providers for health surveillance are available from the People Wellness Team. Service providers will undertake the health surveillance assessments and outline requirements for regular re-assessments to determine any changes in health.

5. EXEMPTIONS

The scope of the Health Surveillance Guideline does not cover hazards associated with Radiation and/or Biosafety.

For all questions relating to the above hazards, please contact HazardousMaterials@curtin.edu.au.

6. RESPONSIBILITIES

Faculty Business Manager or Equivalent

Faculty Business Manager or equivalent are responsible for:

- a) Reviewing and actioning requirements for Health Surveillance.
- b) Arranging and paying for any health assessment or biological monitoring required as a result of significant occupational exposure.
- c) Maintaining all health surveillance records for 30 years after last registered shift.

Employees

Employees are responsible for:

- a) Undertaking health surveillance as arranged by Faculty Business Manager or equivalent.
- b) Reporting areas of concern regarding potential exposures.
- c) Providing medical reports to People Wellness Team to assist in case management where required.

Health Safety and Emergency Management (HSEM)

HSEM are responsible for:

- a) Facilitating the development and implementation of the Health and Hygiene Management Plan
- b) Providing work areas with a formal Health and Hygiene Risk Report outlining requirements associated with health surveillance.

People Wellness

People Wellness Team are responsible for:

- a) Assisting in providing advice in relation to Allied Health Providers
- b) Managing any cases of adverse health effects as a result of workplace exposure.



RELEVANT DOCUMENTS/LINKS

[Health and Safety Policy](#)

[Health and Safety Management Standards](#)

[Health and Hygiene Management Plan](#)

[Health and Hygiene Risk Report](#)

[Immunisation and Vaccination Guidelines](#)

[Occupational Safety and Health Regulations 1996](#)

[SafeWork Australia - Health Monitoring for Exposure to Hazardous Chemicals – Guide for persons conducting a business or undertaking](#)

[SafeWork Australia - Health Monitoring for Exposure to Hazardous Chemicals – Guide for medical practitioners](#)

[SafeWork Australia - Health Monitoring for Exposure to Hazardous Chemicals – Guide for Workers](#)

[SafeWork Australia – Hazardous Chemicals Requiring Health Monitoring](#)

[Workers Compensation and Injury Management Act 1981](#)

CONTACT DETAILS

HSEM Team	Health , Safety and Emergency Management Ph: (08) 9266 4900 healthandsafety@curtin.edu.au
Injury Management Team	People Wellness Injury Management Ph: (08) 9266 4468 injurymanagement@curtin.edu.au
Approval Authority	Director, Health, Safety and Emergency Management

REVISION HISTORY

Revision #	Date	Amendment Description
1	06/03/2019	New Guideline