1 INTRODUCTION

This document outlines the responsibilities and processes for health monitoring related to potential workplace exposures to hazardous substances and other specific hazardous activities.

2 SCOPE

This document applies to all hazardous activities managed and controlled by University of Melbourne and is relevant to affected workers and graduate research students. Hazardous activities encompass, but are not limited to, handling hazardous substances, exposure to biological agents, exposure to occupational noise (sound pressure), and work with Class 3B and Class 4 lasers.

3 DEFINITION

Health monitoring of a person means monitoring the person to identify changes in the person's health status and may include audiometric testing, medical examinations (including audiological examinations) and biological monitoring.

4 PURPOSE

The purpose of the health monitoring is to assist in the evaluation of effectiveness risk controls by monitoring an employee's/worker's health for the purpose of identifying changes in their health status due to one or more occupational exposures.

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5 RESPONSIBILITIES

5.1 Head of School/Deans:

The Head of School/Dean is responsible for ensuring the implementation of periodic health monitoring. This responsibility may be delegated to a supervisor if the health surveillance and monitoring relate to a specific unit or team.

5.2 Supervisors

In addition to worker responsibilities, supervisors are responsible for;

- Implementing periodic health surveillance processes.
- Incident reporting.

5.3 Director, Health & Safety

The Director Health & Safety is responsible for:

- Maintaining Health Monitoring. documentation
- Providing advice on this document to supervisors and Head of School/Dean.
- Coordinating the University's Health Monitoring program.
- Maintaining records of assessment according to the Occupational Health Monitoring Privacy Notice.
- Liaising with the local Health and Safety Business Partner regarding corrective actions and controls to address and prevent recurrences of adverse monitoring results.

Corrective action guidance will be taken from Occupational Physicians, Hygienists, and any other subject matter experts.

5.4 Employees, Graduate Research Students, and other workers:

Employees, Graduate Research Students, and other workers are responsible for:

- Participating in health surveillance and monitoring where required.
- Promptly reporting health concerns.
- Adhering to safe working procedures as directed by the supervisor.
- Using appropriate Personal Protective Equipment (PPE) and safety systems.

6 CONDITIONS FOR HEALTH MONITORING

Health Monitoring should be considered when specific conditions are met:

- There is a known disease or adverse health condition related to the work activity/conditions.
- Valid techniques exist to detect signs of the disease or condition (e.g., spirometry, audiometry).
- There is a reasonable likelihood that the disease or condition may occur given the work activity/conditions.
- It is a legislative or other obligation.

7 TYPICAL HAZARDS REQUIRING HEALTH MONITORING

Common hazards that may necessitate Health Monitoring include:

- Hazardous substances, particularly scheduled carcinogens.
- Biological agents.
- Lung irritants.
- Occupational Noise (Sound pressure) exposure.
- Class 3B and Class 4 lasers.

8 PROCESSES

8.1 Completing and Submitting Health Hazard Activity Questionnaire (HHAQ):

- An employee or a graduate research student and their supervisor collaborate to ensure the Health Hazard Activity Questionnaire (HHAQ) is completed with accurate information.
- They submit the HHAQ form via Service Now.

8.2 Review by Health and Safety Systems Team:

- The HHAQ form is reviewed by the Health and Safety Systems Team.

8.3 No Further Action (Ticket Closed):

- If no hazardous activity is identified, the ticket is closed, and no further action is required.

8.4 Health Monitoring Required:

- If hazardous activity is identified, health monitoring is required.

8.5 Audiometry:

- Employee/GRS exposed to occupation noise (sound pressure) will receive a response from the Health and Safety Systems Team, which includes booking information for an audiometry test.

8.6 Spirometry:

- Employee/GRS exposed to hazardous dusts, fumes or aerosols will receive a response from the Health and Safety Systems Team, which includes booking information for a spirometry test.

8.7 Acuity Eye Test:

- Employee/GRS exposed to hazards like "B" and 4 Lasers will receive referral information for an eye test at MUEyecare.

8.8 Vaccination:

- Employee/GRS requiring further vaccination or serology will receive a response with a referral to the University Health Service for medical assessment and if medically appropriate, vaccination.

9 FUNDING

9.1 Funded by Health & Safety Services:

- Audiometry and Spirometry Testing: These tests are funded by Health & Safety Services and are conducted on campus through the University of Melbourne's preferred service provider upon referral provided by the health and safety services.
- Occupational Physician and GP/Specialist Costs: If abnormal results from the Audiometry and Spirometry tests require further medical assessment, the costs for consultations with Occupational Physicians or GP/Specialists are covered by Health & Safety Services.
- Hepatitis B Vaccination for First Aid Staff: The cost of Hepatitis B vaccinations for First Aid Staff is covered by Health & Safety Services.
- Annual Influenza Vaccination: Health & Safety Services provide annual influenza vaccination program that is free for all employees and Graduate Research Students.

9.2 Funded by the Local Area:

- Eye Acuity Testing: Eye acuity testing is funded by the local area. Employees/Graduate Research Student can undergo these tests to assess their visual acuity.
- Vaccines Covered by Local Area: Except for Hepatitis B vaccinations for first aiders, the cost of other vaccines is the responsibility of the local area. This includes vaccines required based on local needs and circumstances.

10 RECORDS MANAGEMENT

Occupational Health Monitoring Privacy Note: For more information about how the University handles personal information, inquiries, complaints, or contact the University's Privacy and Data Protection Officer, please refer to our University's Privacy Policy, or privacy-officer@unimelb.edu.au.

Supervisors' Access to Records:

Supervisors have access to view the completion status of HHAQ forms for their employees through the "Get Ready To Work Checklist." However, Supervisors won't have access to the results of Health Monitoring, including Spirometry, Audiometry and Acuity Eye Testing for their staff to maintain medical records privacy.

Further information:

If local areas need access to data or proof of form submission, they can reach out to ohs-enquiries@unimelb.edu.au, and the Health and Safety Systems team will assist with their requests.

11 GOVERNANCE

Supporting documents and related legislation:

Occupational Health and Safety Act 2004 (Vic)

Occupational Health and Safety Regulations 2017 (Vic)

Guidelines to Health Surveillance [NOHSC: 7039(1995)]

National Model Regulations for the Control of Workplace Hazardous Substances.

12 HEALTH MONITORING PROTOCOL TABLE

Hazard/ Activity	Who	Legislation Standards Guideline	Health Monitoring	Initial Check Baseline	Frequency Ongoing monitoring
Occupational Noise (Sound Pressure) Exposure	Employees and graduate research students working in an area where there is ongoing exposure to noise (sound pressure) levels **85 dB averaged over an 8-hour period or a maximum (peak) noise level of 140 dB.**	Occupational Health and Safety Regulations 2017	**Audiometry Testing**	**Within three months** of starting relevant work.	Once **every two years**
Respiratory Health	Employees and graduate Research students who working with substances that can affect respiratory health include: • Lung irritants • Animal dander • Welding • Epoxy resins • Crystalline silica • Dust-producing processes	Occupational Health and Safety Regulations 2017	**Spirometry Testing**	**Review of Previous Exposure and Spirometry Records** Spirometry **within three months** starting relevant exposure.	Spirometry testing **annually**

Schedule 9 - Hazardous Substances Requiring Health Monitoring	Employees and graduate research students who handle or use Schedule 9 hazardous substances.	Occupational Health and Safety Regulations 2017 Hazardous chemicals requiring health monitoring from: a. SafeWork Australia https://www.safeworkaustralia.gov.au/doc/hazardous-chemicals-requiring-health-monitoring b. WorkSafe Victoria https://content-v2.api.worksafe.vic.gov.au/sites/default/files/2018-08/ISBN-Health-monitoring-2017-06.pdf	**Various methods of Health monitoring.** a. WorkSafe Victoria – Health Monitoring guide June 2017. b. SafeWork Australia - Hazardous chemicals health monitoring 2020. Form: https://content-v2.api.worksafe.vic.gov.au/sites/default/files/2022-11/ISBN-Hazardous-substance-health-monitoring-report-2022-11.pdf	Refer to "Health Monitoring" column	Refer to "Health Monitoring" column
Schedule 10 & 11 - Carcinogens Requiring Health Monitoring	Employees and graduate research students who handle or use Schedule 10 and 11 carcinogens.	Occupational Health and Safety Regulations 2017. Licence required to use.	**Health monitoring for Schedule 10 and 11 carcinogens will be determined as per the licence conditions.**	Refer to "Health Monitoring" column.	Refer to "Health Monitoring" column.
Crystalline Silica	Employees and graduate research students who undertake high risk crystalline silica work.	Occupational Health and Safety Regulations 2017 - 4.5 Crystalline silica	**a. Health monitoring for crystalline silica undertaken by a specialist occupational**	Health monitoring as per regulation	Health monitoring as per regulation

			and environmental physician; or **A specialist respiratory and sleep medicine physician.**		
Dimethyl Sulfate	Employees and graduate research students who undertake high risk Dimethyl Sulfate work.	Occupational Health and Safety Regulations 2017	**Annual Eye Check** **Annual Skin Check** **Annual Spirometry**	Refer to "Health Monitoring" column.	Refer to "Health Monitoring" column.
Working in Childcare	Employees working in childcare, including those in childhood education and care settings. Special consideration is given to employees who are immunocompromised.	**Health Gov - People who work in childhood education and care** https://immunisationhandbook.health.gov.au/contents/vaccination-for-special-risk-groups/vaccination-for-people-at-occupational-risk#people-who-work-in-childhood-education-and-care	**Hepatitis A** **Hepatitis B** **MMR (if not immune)** **Varicella (if not immune)** **Pertussis**	Employees should maintain up-to-date records of their vaccination status for the recommended immunizations. Serology testing may be conducted if indicated to confirm immunity.	Recommended[1] annual influenza vaccination. Additional booster vaccines and immunisations may be required based on the recommendations provided in the Australian Immunisation Handbook.
Working in Healthcare	Employees and graduate research students and coursework students working in or undertaking placements in healthcare	**Health Gov - Healthcare workers** https://immunisationhandbook.health.gov.au/c	Including state or territory requirements and specific health care operator requirements.	Healthcare workers should maintain accurate records of their vaccination status for recommended immunizations.	Additional booster vaccines and immunisations may be necessary based on the recommendations

[1] Subject to medical assessment by medical practitioner or vaccinator

	settings. It includes all healthcare workers.	ontents/vaccination-for-special-risk-groups/vaccination-for-people-at-occupational-risk#healthcare-workers Hospitals and other health care operators may also have specific vaccination policies.		Serology testing may be conducted if needed to confirm immunity.	provided in The Australian Immunisation Handbookhttps://immunisationhandbook.health.gov.au/contents/vaccination-for-special-risk-groups/vaccination-for-people-at-occupational-risk
Working in a laboratory	Employees, graduate research students and coursework students working in or undertaking placements in laboratory settings.	**Health Gov – Laboratory workers** https://immunisationhandbook.health.gov.au/contents/vaccination-for-special-risk-groups/vaccination-for-people-at-occupational-risk#laboratory-workers	See Table - Recommended vaccines for laboratory workers who routinely work with specific organisms. https://immunisationhandbook.health.gov.au/resources/tables/table-recommended-vaccines-for-laboratory-workers-who-routinely-work-with-specific-organisms	Laboratory workers should be up to date with routinely recommended vaccines for adults, such as dT-containing and MMR vaccines.	Additional booster vaccines and immunisations may be necessary based on the recommendations provided in The Australian Immunisation Handbookhttps://immunisationhandbook.health.gov.au/contents/vaccination-for-special-risk-groups/vaccination-for-people-at-occupational-risk
Working with Animals or Animal Parts	Employee or graduate research students who work closely with animals or animal parts. It's important to consider the medical history of individuals, especially those with a history of	**Health Gov - People who work with animals** https://immunisationhandbook.health.gov.au/contents/vaccination-for-special-risk-groups/vaccination-for-people-at-occupational-	**Q Fever:** Further guidance should be sought for those working with animals regarding Q fever vaccination.	Individuals working with animals should maintain up-to-date records of their vaccination status for recommended immunisations. Serology testing may be conducted when indicated to confirm immunity.	Booster vaccines and additional immunisations may be necessary based on the recommendations provided in the Australian Immunisation Handbook.

	asthma, hay fever, eczema, and allergies (LBAA).	risk#people-who-work-with-animals	**Influenza:** Annual influenza vaccination is recommended. **Rabies Vaccines:** Please refer to specific advice and criteria for those working with bats or other high risk rabies vectors. https://www.health.gov.au/diseases/rabies		
Working with Primates (or Parts of)	Employees and graduate research students engaged in work involving primates or primate-related materials. Urgent reporting of bites/scratches/mucosal exposure for time critical first aid/Occ physician/ID phys. consultation/culture/serology/anti-viral medications	**Health Gov - People who work with animals** https://immunisationhandbook.health.gov.au/contents/vaccination-for-special-risk-groups/vaccination-for-people-at-occupational-risk#people-who-work-with-animals	**Spirometry Testing** ONLY for Laboratory animal allergy (LAA) – if asthma/atopy disclosed in screening questionnaire, annual spirometry required. Post exposure, **medical consultation**.	**Review of Previous Exposure and Spirometry Records** Spirometry testing should be provided **within three months** of an employee or a graduate research student starting relevant work.	Following the initial test, employees should undergo spirometry testing **annually** to monitor their respiratory health. Urgent medical assessment following any exposures.

Working in or Visiting an Abattoir	Employees, graduate research students or coursework students employed in or visiting abattoirs.	**Health Gov - People who work with animals** https://immunisationhandbook.health.gov.au/contents/vaccination-for-special-risk-groups/vaccination-for-people-at-occupational-risk#people-who-work-with-animals	**Q Fever**	Q fever vaccination required for those who are employed in or visit abattoirs regarding. Individuals should confirm their year of vaccination for Q fever or provide documented proof of immunity to Q fever.	Booster vaccines and additional immunisations may be necessary based on the recommendations provided in the Q Fever Australian Immunisation Handbook.
Working with Human Tissue, Blood, Body Fluids, or Primary Cell Lines	Employees and Graduate Research Students who handle human tissue, blood, body fluids or primary cell lines. This includes first aid personnel.	**Health Gov - people exposed to human tissue, blood or body fluids** https://immunisationhandbook.health.gov.au/contents/vaccination-for-special-risk-groups/vaccination-for-people-at-occupational-risk#other-people-exposed-to-human-tissue-blood-body-fluids-or-sewage	**Hepatitis B vaccination or serology testing.**	Vaccination is recommended for individuals at occupational risk due to their exposure to human biological materials. Workers may require Hepatitis B vaccination or serology testing, depending on their vaccination status and immunity.	Booster vaccines and additional immunisations may be necessary based on the recommendations provided in the Australian Immunisation Handbook. A **10-yearly** Hepatitis B serology testing of vaccinated workers is recommended.

Working with Hazardous Waste, Sewage, Stormwater, or Contaminated Waterways	Employees or Graduate Research Students working with hazardous waste collection, sewage, stormwater, or potentially contaminated waterways. It includes plumbers and other workers involved in these activities.	**People exposed to sewage** https://immunisationhandbook.health.gov.au/contents/vaccination-for-special-risk-groups/vaccination-for-people-at-occupational-risk#other-people-exposed-to-human-tissue-blood-body-fluids-or-sewage	**Hepatitis A and Tetanus vaccinations** are recommended for workers who have regular contact with untreated sewage.	Individuals working in these settings should maintain accurate records of their vaccination status for recommended immunizations. Serology testing may be conducted if indicated to confirm immunity.	Booster vaccines and additional immunisations may be necessary based on the recommendations provided in the Australian Immunisation Handbook.
Working with External Lasers (Class 3B or 4)	Employees and GRS involved in tasks with external lasers, particularly when these lasers are exposed and not protected by covers.	**Compliance with the Australian/New Zealand Standard AS/NZS IEC 60825.14:2022 is essential for laser safety.**	**Regular eye health checks.**	**Recommended:** A regular eye check with an optometrist at the commencement of hazardous activities.	**Recommended:** A regular eye check with an optometrist upon completing hazardous activities. Biannually or only as required if visual acuity decreases or if incidents occur.

Scuba Diving	This section pertains to the practice of scuba diving.	It is essential to refer to the AS/NZS 2299.2 standard for safety guidelines in scuba diving. More info: https://www.worksafe.vic.gov.au/safety-alerts/occupational-diving	**A comprehensive diving medical examination**	Individuals engaging in scuba diving activities should undergo a comprehensive diving medical examination.	To retain their scuba license, individuals are required to undergo annual medical examinations.