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| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | **[Division/Department]****ONSITE SPIROMETRY AND AUDIOMETRY TESTING PROCEDURE** | **SOP No. N/A****Date:** Month: June 2023**Review Date:**  June 2028**Version No.**  1.0Authorised by: Director Health & Safety |

# How to Schedule Mobile Screenings

1. Area is identified with hazard(s).

2. Manager of area submits request or spirometry and/or audiometry testing via ServiceNow: [General Request](https://unimelb.service-now.com/hs?id=sc_cat_item&sys_id=59c355374f9517807861a90f0310c705&category_id=2c37c986db633bc435dc403c3a961942).

* Details to include preferred date(s), estimate of people needing testing and what tests they require

3. Health and Safety (H&S) to check available dates with Mobile Screening.

4. Propose these dates to the local area and select their preferred date.

5. Once the date is confirmed by both the local area and Mobile Screening, the H&S Systems team will send the [attendance register](https://unimelbcloud.sharepoint.com/%3Ax%3A/r/teams/HealthSafetyServicesManagementTeamcopy/Shared%20Documents/H%26S%20Systems%20Team/Systems%20%26%20Documents/Occupational%20Health%20Systems/Mobile%20Service/Scheduled%20Testing/TEMPLATE-%20Audio%20and%20Spiro%20Attendance%20Register.xlsx?d=w221e5aa84f3c401caa82137b9ce27453&csf=1&web=1&e=lrUJsW), [spirometry](https://unimelbcloud.sharepoint.com/%3Ab%3A/r/teams/HealthSafetyServicesManagementTeamcopy/Shared%20Documents/H%26S%20Systems%20Team/Contractors%20and%20Service%20Providers/Mobile%20Screening%20-%20Audiometry%20and%20Spirometry/Spirometry%20-%20What%20to%20expect.pdf?csf=1&web=1&e=90bNYq) and [audiometry](https://unimelbcloud.sharepoint.com/%3Ab%3A/r/teams/HealthSafetyServicesManagementTeamcopy/Shared%20Documents/H%26S%20Systems%20Team/Contractors%20and%20Service%20Providers/Mobile%20Screening%20-%20Audiometry%20and%20Spirometry/Hearing%20Test-%20What%20to%20expect.pdf?csf=1&web=1&e=nEai6t) information pack to the local area (Hyperlinks accessible by Health and Safety Service Team only).

6. It is the **responsibility of the local area** to:

a). Complete and send back the attendance register (include email address to receive results).

b). Send out an information pack to those getting spirometry or audiometry testing.

c). Designate a local person to coordinate the day of testing and arrive 30 minutes prior to the first test to welcome and assist the service provider.

d). Book appropriate parking for a van **OR** appropriate room. The preferred location for audiometry is in the service provider’s van.

e). Arrange parking permit (if required).

f). Notify Security what date(s) the van will be on campus and if assistance is required.

# Room and Parking Requirements

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| **Room**  | **Parking**  |
| Table and chairs | Height of the Van: 3.0m |
| Quiet space  | Access to power |
| Hard floor (not carpet) | Van’s rego: 1VD9DC |
| Access to power | Mandatory: 1 spotter when van is moving forward or 2 spotters when the van is reversing |
| Appropriate lighting  |

7. It is the responsibility of the H&S Services team to:

a). Send Mobile Screening completed attendance schedule and the contact details of the local coordinator.

The H&S Team can be the back-up contact.

# On the Day of Testing:

1. Mobile Screening will arrive half an hour early to set up.

2. Local coordinator to be contactable throughout the day to assist if needed.

3. Breaks: 2 breaks of 15 minutes both morning and afternoon and a lunch break of 30 minutes.

# After Testing is Complete

1. Mobile Screening will send a full report including individual results to the H&S Services team

*Usually within a week of the testing.*

2. Mobile Screening Results:

a). If individual results are normal, the H&S Services team will send results directly to the attendee, no further action is required.

b). If individual result is adverse/obstruction, results and job description will be sent to an Occupational Physician for further desktop assessment by the H&S Services team.

3. Occupational Physician Results:

a) . If the Occupational Physician is satisfied with the result, no further action required. Individual to be informed of Desktop Review outcome via email by the H&S Services Team.

b). If the Occupational Physician requests further assessment, the individual will be contacted by the H&S Services Team and will be referred to the Health Service for further investigations.

4. Assessment carried out by GP at the Health Service

a). GP deems fit to work; no further action is required.

b). GP refers to a specialist for follow-up investigations.

5. All results are stored on Health and Safety Confidential SharePoint with limited access.