

## JOB HAZARD INFORMATION FOR JOB DESCRIPTIONS/FURTHER PARTICULARS

### Guidance for recruiting managers

#### Legal context

The Equality Act 2010 limits the circumstances when health-related questions can be asked before a job offer is made. However, health-related questions can be asked to:

- Determine whether reasonable adjustments need to be made on the selection process
- Determine whether an applicant can carry out a function that is intrinsic to the job (such as manual handling)
- Monitor the diversity of job applicants
- Take positive action to assist disabled people
- Confirm that a candidate has a disability where this is an occupational requirement

Pre-employment Health screening can be defined as any activity which involves obtaining information about a potential employees' health when applying for a role with specific hazards thereby helping protect potential employees from health risks at work.

The benefits of carrying out pre-employment health screening is to:

- To protect employees from illness caused by being exposed to health risks at work, by detecting any adverse health effects at the recruitment stage
- To enable compliance with legal requirements;
- To provide an opportunity to reinforce key health and safety messages to staff.

#### Hazard checklist

The hazard specific/safety critical checklist has been designed to help identify any hazards or safety-critical duties involved in a job. Those duties should be clearly stated in the further particulars in the section entitled "job hazards/safety critical duties".

Specific duty / hazard:	Include in the job description/further particulars for:
<b>Biological Hazards</b>	<p><b>This could include:</b></p> <ul style="list-style-type: none"><li>• Work involving handling cultures of human pathogens or material that does or may contain such pathogens e.g. human or animal tissue</li><li>• Work with organisms deliberately infected with human pathogens or that are highly likely to be naturally infected with zoonotic pathogens</li><li>• Work with genetically modified organisms, microorganisms or cells under class 2 or class 3 activities on the basis of the hazard to <i>human health</i>.</li><li>• Work involving potential exposure to recognised allergens and athmagens e.g. through work with laboratory animals or the shared use of a laboratory where such work takes place (also see chemical sensitisers).</li><li>• Carrying out exposure prone procedures which may increase the likelihood of exposure to blood borne viruses e.g. working in NHS clinical areas with direct patient contact.</li></ul>

<p><b>Chemical Hazards</b></p>	<p><b>This could include:</b></p> <ul style="list-style-type: none"> <li>• Exposure to possible skin and respiratory irritants including those classified as: <ul style="list-style-type: none"> <li>• Skin Corrosion Category 1A, 1B or 1C</li> <li>• Skin Irritation Category 2</li> <li>• Chemicals assigned the Hazard Phrases: <ul style="list-style-type: none"> <li>• H314 Causes severe skin burns</li> <li>• H315 Causes skin irritation</li> <li>• H316 may cause mild skin irritation</li> <li>• H335 May cause respiratory irritation</li> </ul> </li> </ul> </li> <li>• Working with sensitising chemicals including those classified as: <ul style="list-style-type: none"> <li>• Category 1, 1A and 1B skin sensitisers</li> <li>• Category 1, 1A and 1B respiratory sensitisers</li> <li>• Chemicals assigned the Hazard phrases: <ul style="list-style-type: none"> <li>• H317 May cause allergic skin reaction</li> <li>• H334 May cause allergy or asthma symptoms or breathing difficulties if inhaled.</li> </ul> </li> </ul> </li> <li>• Exposure to dusts or activities which may give rise to excessive dust e.g. <ul style="list-style-type: none"> <li>• Silica dusts</li> <li>• Wood dusts</li> <li>• Construction dust</li> <li>• Handling loose powders</li> <li>• Crushing &amp; grinding activities</li> <li>• Sieving &amp; screening operations</li> <li>• Cutting operations</li> <li>• Cleaning &amp; maintenance work</li> </ul> </li> <li>• Cytotoxic substances</li> <li>• metalworking fluids</li> <li>• epoxy resins</li> <li>• Formaldehyde</li> <li>• Glutaraldehyde</li> <li>• Regular use of latex or nitrile gloves.</li> <li>• Work with substances necessitating the use of RPE</li> </ul>
<p><b>Radiation Hazards</b></p>	<p><b>This could include:</b></p> <ul style="list-style-type: none"> <li>• persons who may be working in proximity to equipment emitting electromagnetic radiation and have either a passive implanted medical device, active medical implanted device or body worn medical device.</li> <li>• Use of Class 3B or Class 4 lasers</li> <li>• Handling of radioactive material</li> </ul>

<b>Physical Hazards</b>	<p><b>This could include:</b></p> <ul style="list-style-type: none"> <li>• Regular manual handling responsibilities, e.g. regular lifting of objects</li> <li>• Demanding physical role that includes twisting or stooping for long periods of time, i.e. gardening</li> <li>• Security work involving carrying out patrols on foot during shift wearing personal protective equipment</li> <li>• Using ladders/ working at height on a regular basis</li> <li>• Working in confined spaces</li> <li>• Operating heavy lifting equipment</li> <li>• Operating workshop machinery</li> <li>• Night/lone work, i.e. regular work between 11pm and 6am</li> <li>• Outdoor work in all seasons and weather conditions</li> <li>• Operation of garden machinery</li> <li>• Noisy environments, i.e. a role that requires wearing hearing protectors for considerable periods during the working day</li> <li>• Driving a <b>University</b> vehicle to carry out duties; includes use of mechanised pallet trucks, forklifts etc. (Not personal vehicle use to travel between work locations.)</li> <li>• Work that requires touching <u>unwrapped</u> foods to be consumed raw or to undergo further cooking.</li> <li>• An average of 3 months spent travelling on University business where tasks performed are of a physical nature in remote and potentially hostile environments</li> <li>• Regular exposure to noise in excess of 85dbA</li> <li>• Work with regular use of hand-held vibrating tools for significant periods of time</li> <li>• Field trips on University business where tasks performed are of a physical nature in remote and potentially hostile environments</li> </ul>
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### **Clinical hazards**

For roles that involve undertaking clinical work for the NHS, an honorary contract with the relevant Healthcare Trust will be required to cover this work. Health screening for associated clinical duties will be undertaken directly by the Trust as part of the process.

### **Once job hazards are identified**

Once the job hazards are identified the next step is to know the extent to which the individual will be exposed to the hazard. For example, will the individual be transporting heavy loads across the precinct on a daily basis or very occasionally? This will influence the emphasis placed on whether this is an essential element of the role on the further particulars.

### **Inclusion of hazard descriptors in job descriptions**

If the hazardous activity is deemed to be an essential part of the role then recruiting managers should add the appropriate section to the [job description/further particulars](#) as well indicating that the role should be subject to pre-employment health screening on the [staffing request form](#) to ensure the HR Faculty Team make a job offer that is conditional to satisfactory health screening.

Job Descriptions/Further Particulars need to be specific about detailing that an individual might be exposed to hazards whilst undertaking the role. This could be due to it affecting an existing health condition or tasks that have the potential of posing a risk to health.

Generic job descriptions that have already been developed for particular roles should be reviewed as posts are advertised to ensure that job descriptors associated with hazards are included. The questions related to such duties must be included in the Pre-employment Health Questionnaire sent to the successful candidate.

### **During recruitment**

At [interview stage](#) recruiting managers need to target questions accordingly by focusing on experience in previous roles and relevant skills and avoid questions in regards to health issues or possible disability that may prevent a candidate from carrying out a role.

### **Conditional job offer**

Where a specific hazardous duty or activity has been identified in the job description the prospective employee will be required to complete a pre-employment health screening questionnaire for assessment by the University's Occupational Health Service. The offer of employment will be conditional upon satisfactory health screening outcome. This applies equally to new staff joining the University and existing staff transferring between roles.

### **Starting work**

It may be possible for an individual to start work in the meantime, provided they are not exposed to any hazards/safety critical duties until screening has been successfully completed. Where this is likely to cause a problem, managers should contact their HR team to discuss.