



**University of Otago**

**ISO45001 Occupational Health and Safety Management System**

**TITLE:** Health Surveillance Matrix  
**OHSMS REF:** Training and Competence

University of Otago Health Surveillance Matrix 2022 For use by Departments to identify health surveillance requirements					
Health Surveillance	Initial monitoring	Departments/Staff	Frequency	Health Surveillance tool	Conducted by
<b>Health and hazard assessment</b>	At commencement of employment and change of duties/position. Health status assessment in relation to potential exposures (e.g. biological agents and current health status, immune compromised individuals, etc.) Health risk identified in department, and worker assessed against exposure (including psychosocial risk).	All	When staff are employed, and annual hazard review.	Various depending on situation.	DHSO/Dept – part of induction.  Protocol/project identification. Consult with Occupational Health.
<b>Manual handling</b>	High-risk jobs to be identified in Hazard Register, and manual handling risk assessments completed. On employment, assessment and information. Training two-yearly.	Union Property Services ITS Couriers/Mailroom Other depts based on hazard identification.			Occupational Health



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<b>Audiometric testing</b>	On employment, testing within three months of starting position. On exit.	Noise levels to be assessed where there is the potential of exposure, e.g. mechanical workshop staff, cage wash operations.  Record levels in hazard register. Where noise levels >85dBA over eight hours or equivalent, audiometry required.	Annual	Audiometry	Occupational Health
<b>Lung function testing</b>	On employment, testing within three months of starting position. On exit.	For staff where exposure to dust, fumes or particulates which are seen as a health risk, e.g. Property Services. Asbestos exposure.	Two-yearly	Lung Function Questionnaire Spirometry	Occupational Health
<b>LAA surveillance</b>	On employment, testing within three months of starting position.	Animal House staff Animal research staff and post-graduate students.	LAA monitoring regime for Animal House staff	LAA blood tests.	Occupational Health



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<b>PC3 laboratory workers</b>	Based on risk assessment for research projects and IBSC approvals.	Those involved in research with pathogens.	Annual, or as required based on pathogen/risk.	Questionnaire QuantiFERON Gold blood test	Occupational Health, Dr Heydon, University of Otago Occupational Physician (DDD)
<b>Vaccination requirements</b>	At commencement of employment and change of duties. Post-potential exposure monitoring (Blood and Body Fluid Policy). Travel vaccinations On risk assessment of projects/ work involving biological pathogens – contact H&S to discuss with PI. Clinical staff – as prescribed by the professional body. Clinical administration staff – recommended to have national schedule vaccinations up to date. Childcare workers – national schedule requirements plus additional as required by professional body. Student Health and Dental School – see Appendix A.	As per Immunisation Policy and Occupational Health Guidelines.	Check serology and immune status in relation to the vaccine.	Refer public health immunisation material.	Occupational Health



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<b>Diving Medicals</b>	For those staff/students who are required to dive for work/research/study.	<a href="#">Occupational diving   WorkSafe</a>	Initial medical, followed by annual health questionnaire. Five-year full medicals.	Designated Diving Doctor only.	Dr Heydon, University of Otago Occupational Physician (DDD).
<b>Seafarer Medicals</b>	For those staff/students who are required to have a medical for work/research/study.	<a href="#">Seafarer certification (SeaCert) - Maritime NZ</a>	Five-yearly with annual self-questionnaire.	Designated Maritime Medical Doctor only.	Dr Heydon, University of Otago Occupational Physician (DDD).
<b>Antarctica Medicals</b>					
<b>Travel Medicals</b>	For those staff who are required to travel for work/research/study.	Health risk assessment of the high-risk travel.	As required	Designated Diving Doctor only.	Dr Heydon, University of Otago Occupational Physician (DDD).



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**Appendix A**

**Staff Immunisation Record (to be completed before commencing work and sent to Occupational Health)**

Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_

Vaccinations required:				
Vaccine	If completed, provide date	Vaccination status antibody provided	Date of vaccinations given	Post-vaccination antibody status
Hepatitis B – Clinical Staff (C) only				
MMR- NC * and C				
Pertussis - NC & C				
Varicella - NC & C				
Influenza- NC & C				



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BBFE status	Previous testing (e.g. insurance, needlestick follow up)			
Hepatitis C				
HIV				

**Risk of infection and benefits of vaccination explained**

Date: \_\_\_\_\_

Signature of the person providing advice: \_\_\_\_\_

Signature of staff member acknowledging vaccination advice offered: \_\_\_\_\_

Further counselling and education provided: \_\_\_\_\_

Clinical Staff (C) Staff who interact with the public directly: \_\_\_\_\_

*\* Non-Clinical Staff (NC) includes administration staff, mental health and wellbeing clinicians.p*



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Written by:	Andrea McMillan	Date Instituted:	1 August 2022
Approved by:	Reference Group	Revision No.:	V1
Person Responsible:	Director, Health and Safety	Supersedes:	N/A
Author date:	1 August 2022	Review date:	1 August 2024
<i>Document uncontrolled if printed</i>			