

Health surveillance schedule

Standard operating procedure (SOP) | OHS-SOP-001

Document type	Standard operating procedure (SOP)
Title	Health surveillance schedule
Document ID	{{facility.code}}-OHS-SOP-001
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Prepared by	{{roles.quality_lead.name}}, Quality lead
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Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 14 (Occupational Health), criterion 14.3
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

At a glance: what to do

1. Each hazard that needs surveillance is listed, with its interval (noise, chemicals, manual handling and others).
2. Each exposed worker is on the surveillance schedule (OHS-REG-002).
3. Results are recorded at each interval, and an abnormal result is reviewed within the set time.
4. A worker who leaves the hazard keeps the record.

Stop and get help straight away if: an exposed worker is off the schedule, or an abnormal surveillance result is not reviewed.

1. Purpose

To catch slow harm from workplace hazards at set intervals, before symptoms (14.3).

2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of {{facility.legal_name}}
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. Definitions and abbreviations

Term	Meaning in this SOP
Clinical lead	The doctor or nurse in charge of the area at the time

4. Background and rationale

To catch slow harm from workplace hazards at set intervals, before symptoms (14.3).

5. Responsibilities

Role	Duties in this SOP	Competence needed
Occupational physician	Owns the schedule and the hazard list	Clinician
Occupational health nurse	Runs the surveillance and records results	Nurse

6. Equipment, materials and resources

Item	Specification or standard	Check before use
Records and forms named in this document	Current version	Checked before use

7. Safety and infection prevention

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. Procedure

Follow the steps in order. Where a step says "If", take the action for the case that applies. Do not skip a step. If a step cannot be done, use section 11 and section 12.

Step	Action	How to do it	Key point
1	List the hazards.	• Name each hazard and its surveillance interval.	Each hazard, each interval.
2	Enrol each worker.	• Put each exposed worker on the schedule in OHS-REG-002.	Every exposed worker.
3	Review.	• Review each abnormal result within the set time and act on it.	Abnormal reviewed in time.

Decision points

- No decision points in this procedure.

10. Special situations

Situation	What to do
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

11. Problems and escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

12. Monitoring and compliance

What is checked	Target	How often	Who	If the target is missed
Exposed workers on schedule	100%	Quarterly	Occupational physician	Escalate to medical director

13. Records

Record	Where it is kept	Kept for
Record named in this document	Patient record or the area file	{{facility.records_retention_years}} years

14. Training and competence

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

15. Related documents

ID	Title	Relationship
OHS-REG-002	Health surveillance register	Register

16. Evidence

ID	Source and status
E-009	Based on ILO Convention No. 161 concerning Occupational Health Services (1985) and the WHO Healthy Workplaces framework (2010).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus. Items marked EC are reviewed by the Committee each year.

17. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval