**JOB ANALYSIS FORM – SALUS, OCCUPATIONAL HEALTH AND SAFETY**

Following new guidance from the Scottish Government, with effect from 1 April 2009, a new SALUS pre-employment form will require to be completed, by the Recruiting Manager, as part of the Recruitment pre-employment process. This new form is called a Job Analysis Form, (JAF). A copy of the form, and guidelines on completion are attached. This form will enable Salus to assess and interview all new employees to NHS Lanarkshire who have a clinical contract.

New health care workers whose duties include exposure prone procedures (EPPs) must undergo this additional health clearance. This includes a check of TB status and evidence of not testing positive for hepatitis B, hepatitis C and HIV. Additional healthcare clearance checks must be completed before confirmation of appointment to an EPP post.

Existing Occupational Health procedures will remain in place for those employees who do not have clinical contact.

As part of the new pre-employment paperwork, the Job Analysis Form is required to be completed at the outset of the recruitment process, and submitted to the HR Services Centre – Recruitment, when submitting the Control of Recruitment Form. Failure to provide this document at this time may result in a delay in processing the vacancy.

Where the post holder will have clinical contact, a pre-employment, face to face consultation will be arranged with the Occupational Health Department. This appointment will be made by the Recruitment Team. Whilst every effort has been made to change the process in a way which minimizes delay, it is imperative that staff do not commence in post prior to confirmation from Salus that they are fit to do so.

Human Resources and Occupational Health staff are working closely together to implement this guidance and the process will be monitored closely.

Further information can be obtained from

Salus Occupational Health Departments

Wishaw – 01698 366770

Hairmyres – 01236 712425

Monklands – 01355 585360

Centrum Park – 01236 438181

or

HR Service Centre, Recruitment, on 01698 377740.

Appendix 1

JOB ANALYSIS FORM: Guidance on Use

The Job Analysis Form (JAF) provides information about the specific demands that a post makes on a worker. It can be used to analyse the demands of any job.

A responsible person who is fully familiar with the demands of the job, i.e. the line manager, or supervisor, must complete it. It does not require the OH practitioner to be present at the workplace or to complete the form.

To complete the form:

1. Identify if the factor listed is a skill required or hazard encountered in the post
2. Rate the frequency of it in the specific post as “never, occasionally, frequently” or “constantly”

The form is then returned to the OH practitioner along with the pre-employment health declaration as part of the recruitment process .

**GUIDE:**

**N**ever : Never

**O**ccasionally: up to 1/3 of the time

**F**requently: up to 2/3 of the time

**C**onstantly : more than 2/3 of the time

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| OCCUPATIONAL HEALTH - JOB ANALYSIS FORM |
| **Job title Clinical Services Secretary…………………………** Employer …NHSL…………………………… **Department ……CMHT……Airdrie****Post No ……………………………...****Date ………8/5/13………………….** | **N: Never = Never****O: Occasionally = up to 1/3 of time****F: Frequently = up to 2/3 of time****C: Constantly = > than 2/3 of time** |
| **Please indicate choice** | **N** | **O** | **F** | **C** |
| Safety Critical Tasks |  |  |  |  |
| 1 | Direct patient care  | √ |  |  |  |
| 2 | Patient responsibility | √ |  |  |  |
| 3 | Exposure Prone Procedures | √ |  |  |  |
| 4 | Vulnerable clients Children / emotionally disturbed / elderly / high dependency / obstetricsOther - Specify: |  | √ |  |  |
| 5 | Drug dispensing | √ |  |  |  |
| 6 | Emergency response command or control | √ |  |  |  |
| 7 | Driving staff | √ |  |  |  |
| 8 | Driving patients | √ |  |  |  |
| 9 | Driving HGV or PSV  | √ |  |  |  |
| 10 | Driving emergency – “blue light” | √ |  |  |  |
| 11 | Driving Forklift trucks | √ |  |  |  |
| 12 | Food handling – preparation | √ |  |  |  |
| 13 | Food handling – serving | √ |  |  |  |
| 14 | Colour perception. Specify: | √ |  |  |  |
| 15 | Colour matching. Specify: | √ |  |  |  |
| 16 | Ionising radiation - Classified  | √ |  |  |  |
| 17 | Ionising radiation – Not classified | √ |  |  |  |
|  | OTHERS – SPECIFY |  |  |  |  |
| **Environmental Exposures** |   |   |   |   |
| 18 | Potential for exposure to blood or body fluids  | √ |   |   |   |
|  19 | Frequent hand washing |  | √ |  |  |
| 20 | Exposure to hazardous substances (e.g. solvents, liquids, dust, fumes, biohazards, waste, latex)Specify: | √ |  |  |  |
| 21 | Noise (greater than 80dB - 8hrs TWA) | √ |   |   |   |
| 22 | Vibration | √ |   |   |   |
| 23 | Extremes of temperature / outside work | √ |   |   |   |
| 24 | Work at heights | √ |  |  |  |
| 25 | Confined spaces | √ |  |  |  |
| 26 | OTHERS – SPECIFY |  |  |  |  |
| **Equipment / Tools / Machines used** |   |   |   |   |
| 27 | Driving self | √ |   |  |   |
| 28 | Computer / VDU use |   |   | √ |   |
| 29 | Client / Patient handling equipment. Specify: | √ |   |   |   |
| 30 | Vibrating tools | √ |   |   |   |
| 31 | OTHERS – SPECIFY |  |  |  |  |
| **Psychosocial Issues** |   |   |   |   |
| 32 | Face to face contact with public |   |   | √ |   |
| 33 | Exposure to verbal aggression |  | √ |   |   |
| 34 | Exposure to physical aggression | √ |  |   |   |
| 35 | Lone working |   | √ |   |   |
| 36 | Ability to control pace of work |   |   | √ |   |
| 37 | Ability to control own workload |   |   | √ |   |
| 38 | Responsible for managing/supervising staff | √ |   |   |   |
| 39 | Exposure to distressing or emotional circumstances |   | √ |   |   |
| 40 | Shift work / night work / on call duties | √ |   |   |   |
| 41 | OTHERS – SPECIFY |   |   |   |   |
| **Physical Abilities**  (If loads are handled, enter load size in box) |   |   |   |   |
| 42 | Client/Patient manual handling. Specify: | √ |   |   |   |
| 43 | Load manual handling. Specify: | √ |   |   |   |
| 44 | Crouching / Stooping / Kneeling | √ |   |   |   |
| 45 | Pulling / Pushing | √ |   |   |   |
| 46 | Sitting |   |   | √ |   |
| 47 | Standing |   |   | √ |   |
| 48 | Walking |   |  | √ |   |
| 49 | Climbing steps or stools  |   | √ |   |   |
| 50 | Climbing ladders | √ |  |  |  |
| 51 | Reaching below / at / above shoulder height  |   | √ |   |   |
| 52 | Gripping /grasping | √ |   |   |   |
| 53 | Fine manual dexterity | √ |   |   |   |
| 54 | Near Vision |   |   | √ |   |
| 55 | Middle vision (VDU screen) |  |  | √ |  |
| 56 | Hearing |   |   | √ |   |
| 57 | Speech |  |  | √ |  |
| 58 | Writing / recording information |  |  | √ |  |
| 59 | OTHERS – SPECIFY |  |  |  |  |
|  | Signature Lesley Fraser Date 8/5/13 |  |  |  |  |

**Quick reference Guide for Job Analysis Forms**

# Safety critical tasks

3. **Exposure Prone Procedures (EPP).**

Definition – Exposure Prone Procedures are those invasive procedures where there is a risk that injury to the worker may result in the exposure of the patient’s open tissues to the blood of the worker. These include procedures where the worker’s gloved hand may be in contact with sharp instruments, needle tips or sharp tissues (e.g. spicules of bone or teeth) inside a patient’s open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times. However, healthcare workers restricted from performing EPPS should avoid other situations, such as pre-hospital trauma care.

 Employees who may be involved in EPPs are:

* Medical staff in surgical areas, Theatres, Accident and Emergency, Obstetrics and Gynaecology, ITU/CICU and renal units. This includes medical students and clinical attachments.
* Trained nursing staff in the above areas, including nursing students.
* All Midwives and student Midwives.
* All Dentists and dental hygienists
* All Podiatrists

16. **Ionising radiation**

Ionising radiation occurs as either electromagnetic rays (such as x-rays and gamma rays) or particles (such as alpha and beta particles).

Staff involved with ionising radiation will require too wear a dose badge to measure exposure.

Classified radiation workers are any employees who are likely to receive a dose of ionising radiation, which exceeds three- tenths of any relevant dose limit. They require annual health surveillance and are most likely to be working in nuclear dispensary.

17. Non classified radiation workers are workers who should not receive a dose of ionising radiation, which exceeds three-tenths of any relevant dose limit but may receive a dose exceeding one-tenth of the dose limit. This will be the majority of radiography and radiotherapy staff.

6. **Emergency response command or control**

This is staff who would be responsible for control or command of emergency response in a major incident. Also includes control rooms for ambulance or NHS 24.

14. **Colour perception**

This is to highlight specific colour blindness and is crucial for staff employed as electricians, lab workers eg. pathology

15. **Colour matching**

Electricians, lab workers . Useful to highlight colour matching for reading/ recording urinalysis strips etc.

**Environmental Exposures**

1. **Noise (greater than 80db – 8 hrs TWA)**

e.g. This would only be staff who work for prolonged periods in heavy industry workshops or with generators or on road maintenance equipment.

1. **Vibration**

 This is mostly likely to be maintenance staff using vibrating tools for long periods of the day.

**Physical Abilities**

43. **Load Manual handling**

 This includes lifting boxes of equipment, paperwork, files.

49. **Climbing steps or stools**

 This is kick stools or small 2 – 3 step ladders.

52. **Gripping/ grasping**

 This is for all gripping/ grasping tasks.

 53. **Fine manual dexterity**

 For fine work where accuracy is paramount. eg. suturing, soldering small items.