

GUIDELINE - Health and Hazard Assessment Questionnaire (HHAQ)

The University has identified the following positions as requiring assessment by the University's Occupational Nurse to determine whether a face to face review, workplace exposure monitoring or reasonable accommodations in the workplace are required:

Identified Roles and Areas of Work

- Technical Officers
- Technical Assistants
- Research Assistants
- Laboratories
- Workshops
- Technical or Research Facilities

Instructions for Supervisors and Managers:

1. If the role is not solely office based administrative work; please complete the Health and Hazard Assessment Questionnaire (HHAQ) Part A and Part B;
2. Forward the completed Parts A & B to new employee and ask them to complete Part C;
3. Once the employee has completed Part C, the employee should forward the completed form directly to the confidential and secure healthassessments@newcastle.edu.au mailbox.

The following roles have also been identified as requiring further assessment by the University's Occupational Nurse, however, do not require a HHAQ to be completed by the Supervisor or Manager. These positions have previously been assessed by an Occupational Therapist and the inherent risks identified. **New staff members will be issued all parts of this HHAQ along with their Letter of Offer.**

- Security Officers
- Library Staff
- Logistics Staff – Mail and Stores
- Caretaker
- Music Teacher

For further information please refer to the Health and Safety Management System Framework

- UON Health and Safety Procedure: HSG 5.1 Pre-placement Health Assessment
- UON Health and Safety Procedure: HSG 4.2 Workplace Exposure Monitoring

<http://www.newcastle.edu.au/current-staff/working-here/work-health-and-safety/health-and-safety-management-system>