

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM		
<b>BUSINESS SUPPORT HEALTH &amp; SAFETY OF NEW AND EXPECTANT MOTHERS</b>		<b>BSS/HRM/008</b>
		ISSUE 004
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## 1. Purpose & Scope

1.1 This procedure describes actions to be taken by staff and line managers for new and expectant mothers in NSD.

## 2. Policy

2.1 NSD's policy is to assess and control the risks posed by the work of new and expectant mothers to ensure their and their children's health and safety.

2.2 NSD works to a maximum exposure dose of 1mSv from the time of notification of the pregnancy and during the remainder of the pregnancy. This limit is in line with IRR99.

## 3. Responsibilities

3.1 Female staff should inform their line manager as soon as they are aware that they have become pregnant or if they are breastfeeding. Such staff shall ensure they are familiar with and comply with any special provisions made for their protection.

3.2 Line managers of staff at 3.1 shall, immediately on being informed of such status, carry out a risk assessment including a review of their work and working conditions and take any appropriate action to ensure the health and safety of the expectant or new mother and that of her children, in consultation with RPA, RPS and VDU assessors as appropriate.

3.3 RPA shall advise staff and line managers of any advisable change in work duties with reference to IRR99, and the relevant RPS will supervise the implementation of any special safety provisions.

3.4 VDU assessors shall advise staff and line managers of any advisable adjustments to VDU workstations.

3.5 ALO shall arrange provision of desk fans and refrigerator and steam steriliser as requested by 3.2

## **4. Definitions**

4.1 RPA - Radiation Protection Advisor

4.2 RPS - Radiation Protection Supervisor

4.3 ALO - Accommodation Liaison Officer.

## **5. Procedure**

5.1 Line managers shall consider the following aspects of health and safety as soon as they are notified that any of their staff is pregnant or is breastfeeding:-

1) Heat Stress - if staff request, shall arrange provision of desk fan and use of rest room.

2) VDUs - if staff request, shall arrange with a VDU assessor that workstations are adjusted and if staff are concerned about working with VDU's they should be given the opportunity to discuss their concerns with a VDU assessor.

3) Ionising Radiation - if the employee is liable to receive occupational exposure to ionising radiation, review, with advice from NSD's RPA, the working conditions and ensure that any radiation doses the member of staff and her baby will receive are within statutory limits and as low as reasonably practicable. Working conditions shall be altered if necessary such that the employee is not exposed to significant bodily contamination. The line manager shall make arrangements for counselling from the RPA or appointed doctor if so requested by the pregnant or breastfeeding employee.

4) Physical and mental fatigue - shall ensure that hours, volume, procedures and pacing of work are adjusted as required. In addition they shall ensure that longer or more frequent rest breaks are taken to avoid or reduce fatigue.

5) Feeding Mothers - if requested shall arrange provision of refrigerator and steam steriliser to be installed in First Aid room for the required period.

## 6. Associated Documents

6.1 Ionising Radiations Regulations 1999

6.2 Health and Safety guidance for managers in HSE offices

6.3 Health & Safety at Work regs 1974

6.4 HS(G) 122 - HSE's Guidance for New and Expectant Mothers at work

6.5 **G/BSS/HRM/004** - Guidance: Health and Safety of New and Expectant Mothers