



Guidelines after notification of parenthood desire (M/F), pregnancy, lactation period



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The employer has a legal duty of care to keep the risks for employee and child as low as possible. This applies from the moment that an employee (M/F) has indicated a desire to have children or has given notice of a pregnancy (F). Damage to DNA, independent of pregnancy, lactation or parenthood desire, due to daily occupation must be avoided. Measures must be taken to minimise any risk of damage to the DNA of the employee or to the unborn child as a result of the work.

By signing the missive, the manager is responsible for the working conditions of his or her own employees. The measures will therefore be determined by the manager in consultation with the employee (M/F). Involve an employee of P&O¹ and the occupational Health & Safety officer (OHS) for risk estimation and advise on the measure to be taken.

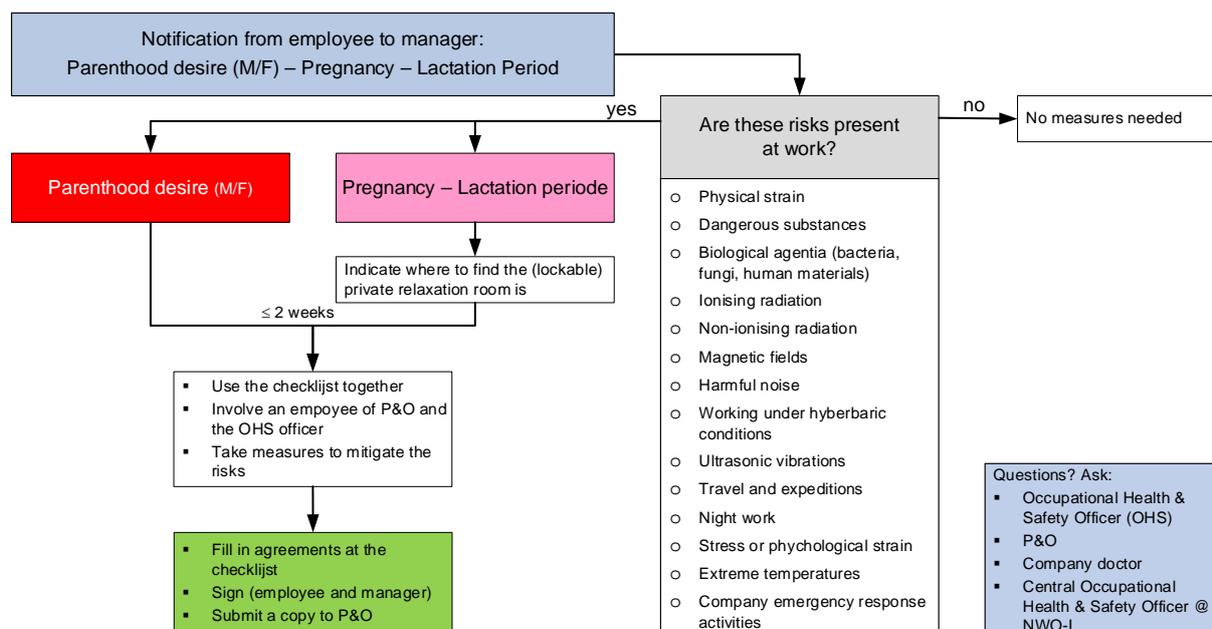
What action will the manager and employee (M/F) take?

- 1) The manager and employee (M/F) will assess the risks with the aid of table 1 of the checklist (see appendix).
- 2) Determine the risks to which the employee is exposed.
- 3) Determine the measures to be taken in order to minimise the risks (see checklist in the appendix). The employee is responsible for complying with the agreements. The following strategy will be applied (in the order below):

1. Adaptation of the work (e.g. substitution of chemicals, different working environment, lifting aid)
2. More or higher level of protection (e.g. personal protective equipment)
3. More and/or longer breaks
4. Exemption from the work if the measures above are not feasible (e.g. no expedition).

- 4) In the case of pregnancy and lactation time, take note of the rights of the female employee (table 2 of the checklist) and indicate where the lockable relaxation room is.

Figure 1: Diagram of actions after the notification



¹ In this document the used abbreviation of the department of personnel and organization is P&O. This abbreviation includes also the department HR and HRM (Human Research Management).

Legal basis (see also info in the checklist):

- **Working Conditions Act:** Article 3 (obligation for protection towards occupational health and safety of the employer) and Article 5 (hazard identification and risk assessment)
- **Working Conditions Decree:** Article 1.40 (Definitions(- 1.41 (Risk assessment & inventory) - 1.42 (Organisation of the work) and 1.42a (Information/Education), 3.48² (requirements for relaxation/lactation room), 4.108 (Exposure to hazardous substances) – 4.109 (Ban on working with some biological agents), 5.13a (Physical strain), 6.29 (Ban on working under hyperbaric conditions (e.g. diving)) - 6.29a (Ban on underground work) - 6.29b (Ban on exposure to harmful vibrations and ultrasound vibrations) – 6.29c (Ban on sound level of 80 dB(A) and above).
- **Keuringsreglement zeevaart 2005 (Medical Examination Regulations for Marine Navigation 2005), Article 18, Pregnancy**
- **Radiation Protection (Basic Safety Standards) Decree**
 - Article 7.29 (information for female employees) informing female employees to report pregnancy as soon as possible to the radiation expert.
 - Article 7.36 (pregnant and breastfeeding employees), exposure limit of 1 mSv.

Further information:

- Occupational Health & Safety Measures Parenthood Desire (M/F), Pregnancy & Work document.

An explanation is given in various modules in this document about the subjects that are mentioned in the checklist.

² A suitable and lockable room will be available for pregnant employees and breastfeeding employees, in which it is possible to rest or an opportunity to rest can be immediately created. Such a room must have a proper bed, folding or otherwise, or a proper couch.

Appendix
Checklist for parenthood desire (M/F), pregnancy or lactation period

Measures (solutions) in order of importance:

1. Adaptation of the work (e.g. substitution of substances, different working environment, lifting aid)
2. Greater protection. For example, personal protective equipment
3. More and/or longer breaks
4. Exemption from the work (if the measures above are not feasible).

 If in doubt: consult an expert. If any doubt remains, do **NOT** carry out the work.

Table 1: List of risks and measures to be taken (M/F)

M/F	Risk factor	Module + symbol	Risk? (yes/no)	Measures to be taken / comments
♀	Physical strain <i>heavy work-repetitive movements-static strain in the case of computer work/standing-vibrations <math><0.25\text{ m/s}^2</math></i>	A 		
♂♀	Carcinogenic substances <i>H350, H351</i>	B 		
♂♀	Mutagenic substances <i>H340, H341</i>	B 		
♂♀	Reprotoxic substances <i>H360d, H360f, H361d, H361f, H362</i>	B 		
♂♀	Solvents <i>xylene, toluene, chloroform, etc.</i>	B 		
♂♀	Biological agents <i>human materials-bacteria-viruses-parasites-fungi-test animals</i>	C 		
♂♀	Ionising radiation <i>radioactive sources-X-ray equipment-accelerants</i>	D 		
♂♀	Non-ionising radiation <i>high field strength: ELF fields, RF fields, etc.</i>	D 		
♀	Magnetic fields	D 		FORBIDDEN in the case of pregnancy: magnetic field > 0.5 mT
♀	Harmful noise <i>working with/close to machines</i>	D 		FORBIDDEN in the case of pregnancy: sound > 80 dB(A) or peaks > 112 Pa
♀	Working under hyperbaric conditions <i>diving, wearing breathing gas, working in enclosed spaces</i>	D 		FORBIDDEN in the case of pregnancy
♀	Vibrations or ultrasonic vibrations <i>machines, vehicles, ultrasonic bath, sonicator</i>	D 		FORBIDDEN in the case of pregnancy: body vibrations > 0.25 m/s ² + direct contact or >20kHz + >110dB(A) per one-third octave band.
♀	Travel and expeditions	E 		FORBIDDEN in the case of pregnancy: sailing in the 27th week; flying in the 37th week
♀	Night work	F 		
♀	Stress or psychological strain <i>work load -home situation</i>	G 		
♂♀	Extreme temperatures <i>weather conditions, cold storage/deep-freeze chamber, warm rooms</i>	H 		
♀	Company emergency response activities	I 		In the case of pregnancy: no heavy/dangerous activities

Table 2: Rights during pregnancy / lactation period (F)

The pregnant employee is entitled to:	Discussed?
Regular working hours and breaks during pregnancy <i>agreements on frequency</i>	
Prenatal examinations during working hours	
Preventative medical consultation with company doctor if required <i>dependent on the risks (see table 1)</i>	
Pregnancy and maternity leave <i>information from HRM/P&O department</i>	
Additional information about pregnancy and work	
Up to 6 months after the delivery, the following applies:	
Private relaxation room <i>(fill in room number)</i>	
Extra breaks <i>up to a maximum of 1/8 of the working hours</i>	
No obligation to work overtime or do night shifts	
In the case of breastfeeding, up to 9 months after the delivery³:	
A suitable lockable room to be able to express milk <i>(fill in room number)</i>	
Expressing milk or breastfeeding during working hours <i>up to a maximum of 1/4 of the working hours</i>	

Conclusion *(please tick where applicable)*

- The employee can carry out the work safely if all measures are taken as described.
- It is not possible to carry out the work safely in the current position. In relation to the activities, it is important to temporarily offer different work (see agreements made).

Agreements made *(see table 1)*

The following agreements have been made:

-
-
-

Date:

Signed by *(name and signature)*

Employee:

Manager:

.....

.....

A copy will be submitted to the HRM/P&O department for the personnel file

³ Arrangement need to be made if an employee needs to breastfeed for a longer period than 9 months after birth. The institute or NOW-I office will take care the necessary steps to implement the facilities.