

OCCUPATIONAL HEALTH POLICY

INTRODUCTION

The health and wellbeing of staff is a core value of the Company and the provision of occupational health is a key aspect of this.

Occupational health is concerned with the inter-relationship between work and health i.e. how work and the working environment can affect a member of staff's health and how a member of staff's health can affect their ability to do their work.

The principal aim of occupational health is therefore the prevention of ill-health in the workplace through:

- Assisting with the identification and management of health risks.
- Supporting staff who are ill to remain at or return to work, as appropriate.
- Improving work opportunities for those with disabilities.
- Managing work-related aspects of illness.
- The promotion of good health to better equip staff to do their work well and also to make informed lifestyle choices.

This document describes the Company's Occupational Health Policy and the arrangements in place for an Occupational Health Service provision.

POLICY STATEMENT

The Company:

- Is committed to ensuring that the potential for ill-health or injury arising from Company activities or premises is minimised so as far as is reasonably practicable.
- Will ensure the identification of health risks arising from Company activities so as to enable the implementation of the necessary control measures and as necessary appropriate occupational health interventions, e.g. health surveillance.
- Will provide all managers and staff with health education training to ensure they are aware of the nature, causes, effects and appropriate management of ill-health in the workplace.
- Will encourage a culture where managers take an active interest in the health and wellbeing of their staff.
- Will ensure the early identification and management of work-related ill-health.
- Will enable staff to raise, discuss and resolve individual work-related ill-health issues, through the involvement of and consultation with the Occupational Health Service.
- Will ensure that staff who are identified as particularly at risk of ill-health from their work or whose health affects their work, are provided with appropriate advice and support.

RESPONSIBILITIES

Managers

Will ensure that the health of their staff is not adversely affected by their work through:-

- Proactively considering the effect of work activities on health, so enabling the introduction of appropriate measures to eliminate/minimise any adverse impact.
- Ensuring risk assessments are undertaken that consider work-related health hazards.
- Providing appropriate information, instruction and training to staff with regards health risks.
- Ensuring the early intervention and management of work-related ill-health issues.
- Implementing the appropriate working arrangements, reasonable adjustments and support for staff who are identified at particular risk. Working with the Human Resources Department, Occupational Health Service and Company's Integrated Management, as appropriate.
- Ensuring that staff are aware of the Occupational Health arrangements at the Company.

Staff

Are responsible for:-

- The care of their own health and wellbeing.
- Making informed life choices with regards their health.
- Informing their manager of any health condition that might affect or be affected by their work activities, the workplace or other persons.
- Co-operating with their managers and others with regards the implementation of appropriate measures to control health risks in the workplace and elsewhere.

Human Resources

Are responsible for:-

- Managing, monitoring and reviewing the Occupational Health Service.
- Ensuring that managers and staff are aware of the Occupational Health Service.
- Working in partnership with the Company's Integrated Management and Occupational Health Service in the development and implementation of appropriate occupational health policies and associated arrangements.
- Advising and supporting managers and staff with regards occupational health i.e. referral arrangements, ill-health management and rehabilitation.
- Monitoring sickness absence trends so as to inform early intervention and management of ill-health conditions that might arise from or may be exacerbated by work.

Integrated Management

Are responsible for:-

- Advising managers as regards the assessment of health risks and the identification of the appropriate control measures.
- Providing and assisting with information and training to managers and staff with regards the identification and management of health risks.
- Working in partnership with the Company's Human Resources Department and Occupational Health Service in the development and implementation of appropriate occupational health policies and associated arrangements.
- When asked, guiding managers as regards the implementation of appropriate working arrangements, reasonable adjustments and support for staff who are identified at particular risk.
- Monitoring near-miss and accident statistics, so as to inform early intervention and management of ill-health conditions that might arise from or may be exacerbated by work.

Occupational Health Service

Are responsible for:-

- Ensuring the delivery of an occupational health service that provides the Company with advice, guidance, and support relating to work and health.
- Providing managers and their staff with advice and support on work-related health matters.
- Working in partnership with the Company's Human Resources Department and Integrated Management in the development and implementation of appropriate occupational health policies and associated arrangements.
- Promoting health and wellbeing so as to protect all staff whilst at work, taking account of the working environment and associated activities.
- Encourage staff to live healthier lifestyles in an effort to prevent health problems occurring.

Arrangements

The Company's Occupational Health Service is provided by the UK Government's Fit For Work Scheme and ELAS. The main, core services provided include:

Ill-health referrals, from the Human Resources Department, which might include staff who:

- Have suffered an accident/injury at work.
- Have suffered illness and absence from work which may be attributable to the working environment/arrangements.
- Have suffered illness and absence from work which whilst not attributable to the working environment/arrangements requires support and management to facilitate a safe return to work to maintain the employee's wellbeing.

Attendance management, guidance and advice, as appropriate, in respect of:

- The development of appropriate strategies for minimising absence and achieving the earliest possible return to work.
- The support that can reasonably be provided, in cases of long term health problems, to proactively manage and rehabilitate staff back into work.
- Consequences of a health condition upon work and attendance.

Adjustments under the Equality Act, advice on the impact of a disability on work and attendance record together with the adjustments that the Company should reasonably be expected to make to accommodate a medical condition in compliance with the Equality Act.

Workstation and workplace ergonomics, advice on work organisation and layout Ill-health retirement, advice on eligibility for ill-health early retirement, Health Surveillance, implementing appropriate programmes to include statutory health surveillance programmes required under COSHH and other health and safety legislation.

Information, Instruction & Training

Health promotion activities, focusing, as appropriate, upon single health issues or targeted at specific staff groups or national/ international campaigns.

Advice and Guidance

The Occupational Health Service will provide advice on a range of work-related issues. Significantly the Service will bring to the attention of the Company relevant work-related health requirements, topics and themes so as to inform the review, development and implementation of appropriate occupational health interventions.

For example such topics might include:-

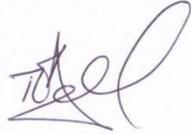
- Disease transmission and infection control.
- Driver safety.
- Musculoskeletal disorders.

 LONG O'DONNELL ASSOCIATES LTD	INTEGRATED MANAGEMENT SYSTEM	Reference LOD/IMS/OHP/001 Date Feb 17 Rev. 01 Page 4 of 4
---	------------------------------	---

- Travel advice.

Confidentiality

The Occupational Health Service will have information about the health of staff. Information and records will not be divulged to any non-medical staff, without the written consent of the members of staff.



Thomas J. O'Donnell
Managing Director
Long O'Donnell Associates Limited

February 2017