

## Claret Civil Engineering Ltd – Occupational Health policy

### **Statement (This is what we will do)**

Claret Civil Engineering Ltd (The Company) is committed to providing a working environment, which is both safe and free from hazards to health. The Company will provide adequate resources for this purpose, including engaging the services of Gipping Occupational Health Ltd as a specialist Occupational Health service provider, and utilising all available measures to effectively communicate our occupational health goals to all staff, enabling them to participate fully in this initiative.

The Company will create and maintain suitable Occupational Health records in accordance with current legislation.

The purpose of Occupational Health Management is:

- To protect people's health by minimising workplace risk
- To ensure that employees are fit for their work (role and tasks)
- To monitor health conditions which are relevant to work
- To help people with short or long term health conditions to manage their conditions and return to the workplace within sensible time frames
- To introduce workplace adjustments or specific arrangements as needed
- To help employees to better manage their own health and wellbeing enabling them to discharge the duties and responsibilities of their job

### **Arrangements**

The appointed Occupational Health Provider (Gipping Occupational Health Ltd) is contracted to support management by providing the range of services set out below.

Health Assessments, including:

- Employment Health Questionnaires for new employees
- Baseline Health Assessments for new employees, or as appropriate when an existing employee changes job role
- Health Surveillance & Monitoring to include programmes required under relevant legislation and guidance
- Referrals to proactively manage work related health issues

Advice & Guidance, including:

- Early intervention and prevention to assist in attendance and performance

Health Promotion

- Activities such as training, toolbox talks and events to promote and encourage responsibility for personal health and wellbeing

Drug & Alcohol Screening

- Provide follow up testing for non-negative test results, in accordance with the company Drug & Alcohol policy

## **Legislation & Guidance**

The Occupational Health programme plays an important role in ensuring that the company meets and follows relevant and current legislation and guidance, including:

### Relevant Legislation

- Health & Safety at Work Act 1974
- Equality Act 2010
- Employment Rights act 1996
- Management of Health & Safety at Work Regulations 1999
- Control of Substances Hazardous to Health 2002 (COSHH)
- The Control of Noise at Work Regulations 2005
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Working Time Regulations 1998
- Manual Handling Operations Regulations 1992
- The Control Of Vibration at Work regulations 2005

### Relevant Guidance

- Lift truck drivers
- Lone working
- Night working
- Stress management and mental wellbeing
- Workplace ergonomics

## **Confidentiality**

The Occupational Health provider will create and maintain confidential employee health records. Information and records will not be divulged to any non clinical staff, without the written consent of the employee, in accordance with the Data Protection Act 1998.

## **Responsibilities**

### Company & Managers

Will ensure the health of their employees is not adversely affected by their job role and tasks by:

- Proactively considering the affect of work on health and introducing appropriate controls to eliminate or minimise any adverse impact
- Ensuring the early intervention and management of work-related ill-health
- Providing appropriate, information, training and instruction to staff regarding health risks
- Ensuring that all employees positively engage with the Occupational Health programme

### Employees

Are responsible for:

- The care of their own health and wellbeing

- Making informed life choices with regards to their health
- Informing their manager of any health condition that may affect or be affected by their work activities, the working environment or other persons
- Co-operating with their employer and others with regards to the implementation of appropriate measures to control health risks associated with their job role and tasks

#### Occupational Health

Are responsible for:

- Delivering an Occupational Health programme that provides the Company, its managers and workforce with appropriate advice, guidance and support relating to health and work
- Working in partnership with relevant departments to develop and implement appropriate occupational health policies and programmes
- Promoting the benefits of healthy lifestyles