

Health Surveillance Policy

Purpose and Objectives

The purpose of this policy is to demonstrate our commitment to the Safety, Health and Wellbeing of all employees whether full time, part time or engaged on a contractual arrangement through an agency. We will endeavour to follow best practice guidelines as well as any required statutory or regulatory requirement. All work activity will be subject to a suitable and sufficient risk assessment of all the known hazards associated with that particular activity, hazard identification and appropriate risk assessments are the drivers for this policy's successful implementation.

- To build and maintain a workplace environment and culture that supports health & wellbeing and prevents discrimination.
- To increase employee knowledge and awareness of mental health & wellbeing issues and behaviours.
- To facilitate employee's active participation in a range of initiatives that support health & wellbeing.

General

Generally we understand that certain work activity has associated hazards that may be detrimental to employee Health, Safety and Wellbeing, examples of these situations could be and this is not an exhaustive list:

- Driving.
- Working in confined spaces or restricted areas.
- Working in environments with extremes of temperatures.
- Working with hazardous substances
- Working with vibrating equipment
- Night working
- Stress and Fatigue
- Work related wellbeing health concerns- ref Health and Wellbeing Policy.

Confined Spaces

All employees required to work in confined spaces will undergo an annual medical to ensure they are and remain fit to enter and work safely in a confined space. Within that confined space there may be other influences that may have a detrimental health impact, such as sewage, chemicals, vapours, dusts, gases or solids. Specific requirements for these hazards are noted below.

Eyes

Eye health is reflected in our Eye test policy. All work activity where there is potential for a detrimental impact on sight will be subject to a suitable and sufficient risk assessment and review (DSE/ Workstation).

Skin and Dermatitis

We are fully aware and committed to preventing skin damaging disease such as Dermatitis, where this hazard is identified as a result of a suitable and sufficient risk assessment we will ensure protection and adequate controls are in place to mitigate any adverse effects, regular Health surveillance is regarded as one of several controls.

Asbestos

Although it is unlikely for our employees to actively work in situations where the work results in handling or disturbing asbestos materials we do understand the serious implications to health of asbestos. To that end we will ensure asbestos surveys are available, we will communicate any areas or locations at our client sites where there is a likelihood of asbestos and provide adequate awareness training but currently we do not envisage the need to consider Health Surveillance with regard to asbestos

Hearing

Where employees are exposed to excess noise from work related activity on a frequent basis audiometry monitoring will be carried out annually to assess any deterioration in hearing, the activity will be subject to a suitable and sufficient risk assessment in all cases. All new employees will have their hearing capacity evaluated post job offer to establish a bench mark; any further audiometry testing requirements will be determined by the work activity, hazards and risk assessment.

Health, Wellbeing and stress Policy

Our organisation recognises that not all work related issues are physical in nature. We endeavour to ensure that we are aware of and manage work place wellbeing concerns such as stress and stress related symptoms. All work place activities are subject to suitable and sufficient risk assessment, this assessment considers all health issues. We provide training for staff to help identify and manage work related mental health concerns

Working with hazardous materials or substances

Certain activities within our organisation require specific specialised testing and monitoring, the associated hazards and subsequent risk will be determined by suitable and sufficient risk assessment and controls, the activity may also be subject to specific client requirements, statutory or regulatory obligations, in all cases the company will ensure through this policy, compliance. Examples of specific testing:

- Audiometry
- Spirometry
- Skin test
- Vision screening (Ishihara)
- General health questionnaire and assessment
- Musculoskeletal assessment
- HAVS T2

Working with Sewage

Working with, in the vicinity of or working on equipment that may have been in contact with raw sewage is a significant hazard, to ensure the Health and Wellbeing of all our employees the organisation will ensure a programme of inoculations & vaccinations as appropriate will be implemented.

Working with Vibrating equipment

In activities where our employees use vibrating equipment which has a magnitude of 2.5 m/s² or greater we will implement a monitoring method and health screening on an annual basis for the health impacts of vibrating equipment.

Respiratory protection.

In activities where our employees may come into contact with substances that are deemed to be hazardous to health through inhalation, hence causing acute or chronic health problems we ensure, a suitable and sufficient risk assessment is implemented initially and maintained thereafter. We will implement a monitoring method which includes health screening on an annual basis for the adverse health impacts. Where a necessity to use RPE is indicated by risk assessment, appropriate RPW will be provided, Face fit testing will be carried out on all employee's where the requirement is indicated by risk assessment. Alternative RPE will be provided in cases where face fit testing is not practicable.

Fit for Work medicals and proactive Health screening

In all cases where the work activity includes specific hazards (Physical or mental), risk assessment outputs, statutory or regulatory requirement dictates the need for fit for work medicals the company will ensure they are completed by a competent Health specialist. The organisation actively promotes a scheme of proactive health assessment.

Night working and Fatigue Management.

When regular night shift or unsociable hours working is required, we will ensure the Health, Safety and welfare of all employees engaged in such activities. All employees who are engaged in regular night shift activity will be requested to complete a medical questionnaire, prior to any night shift working. A suitable and sufficient risk assessment will be prepared that considers the unique hazards associated with night working. All employee's hours are monitored for an excessive trends or detrimental effect.

PPE

In all cases appropriate PPE fit for purpose and individual requirements will be issued, which is line with our PPE policy and client specific requirements.

Responsibility

All employees are encouraged to:

- Understand this policy and seek clarification from management where required.
- Consider this policy while completing work-related duties and at any time while representing ERH Communications.
- Support fellow workers in their awareness of this policy.

Support and contribute to ERH Communications' aim of providing a healthy and supportive environment for all workers

All employees have a responsibility to:

- Take reasonable care of their own health & wellbeing, including physical health.
- Take reasonable care that their actions do not affect the health and safety of other people in the workplace.

Managers have a responsibility to:

- Ensure that all workers are made aware of this policy.
- Actively support and contribute to the implementation of this policy, including its goals.
- Manage the implementation and review of this policy.

Health and Wellbeing First Aid

When a potential health and wellbeing situation arises, Mental Health First Aid appointed persons have a responsibility to:

- A** – Approach the person, assess and assist with any crisis
- L** – Listen and communicate non-judgementally
- G** – Give support and information
- E** – Encourage the person to get appropriate professional help
- E** – Encourage other supports (family and friends, support groups etc)

Training, Awareness & Communication

All employees will be instructed by way of a training brief as to the content and impacts of this policy; all new starters will have the requirements communicated at induction with regular refresher sessions.

- This Policy document will be easily accessible by all ERH Communications employees.
- Employees are empowered to actively contribute and provide feedback to this policy.
- Employees are notified of all changes to this policy.
- ERH Communications will appoint and support employee's who have taken on Mental Health First Aid responsibility.

Monitoring and Review

This policy will be reviewed on an annual basis as a minimum requirement or after any significant change or influence that may have impacted on the contents, positive or negative. The requirements of this policy will be subject to internal audit at least annually.

Effectiveness of the policy will be assessed through:

- Feedback from workers, the Mental Health First Aid appointed persons and management.
- Review of the policy by management and Mental Health First Aid appointed persons to determine if objectives have been met and to identify where any improvements can be made.

Records

Records relating to this policy and this policy statement will be kept securely for the stated period in the appropriate records control procedure or in respect of any statutory obligations.

All records pertaining to an individual's health will be stored securely and comply with requirements of Data protection obligations.

This policy has been approved & authorised by:

Signed



Jerome Mathias

(Managing Director)

Review period: 12 Months

