

Occupational Health Policy Statement

Introduction

The health and wellbeing of staff is a core value of Stonewest Ltd and the provision of occupational health is a key aspect of this. Occupational health is concerned with the inter-relationship between work and health ie 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:

- Advice and guidance to management in relation to the health and welfare of employees.
- The provision of health monitoring, health surveillance and relevant records as required by the Control of Substances Hazardous to Health Regulations 2002, Chemical Hazard Information Packaging Regulations 2009 and the Health and Safety (First Aid) Regulations 1981.
- The provision for the care and rehabilitation of staff suffering from mental health disorders.
- Controls for the monitoring of extreme temperatures while at work.
- Controls and assessments for tasks and processes involving manual handling.
- Controls and systems for personnel involved in operating display screen equipment workstations.
- Controls and safe systems for personnel involved in the use of vibrating tools that present a risk of hand, arm vibration syndrome.
- Controls and safe systems for those employees work in noisy environments and implementing effective noise control techniques.
- Controls in place to protect the respiratory system of our employees while at work.
- Controls in place to protect our employees from dermatitis and other work-related skin disorders.
- To ensure that these occupational health risks are monitored through health surveillance as required and our annual medical questionnaire
- To provide reasonable adjustments for people with disabilities to support them in employment.
- To manage early return to work after sickness certification and wherever possible support rehabilitation after prolonged illness.

Occupational Health Screening

The company may arrange and finance occupational health surveillance, monitoring or screening for employees where required. The Managing Director may request individual employees to attend a medical examination where recommended by in a formal occupational health assessment. Such an examination would be carried out by mutual agreement and the results classified as "Medical in confidence" information by the Managing Director.

The purpose of occupational medical examination is to identify cases of illness potentially induced by work related undertakings or where the works process exacerbates existing medical conditions.

Annual Medical questionnaire

To facilitate a means of monitoring the OH of the staff/employees the HR coordinator will annually send out to each staff/employee a medical questionnaire to be returned so they may be reviewed to identify any highlighted problem and refer the employee to a medical professional.

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

Policy Statement

Stonewest Ltd:

- Is committed to ensuring that the potential for ill-health or injury arising from Stonewest's activities is minimised so as far as is reasonably practicable
- Will ensure the identification of health risks arising from Stonewest's activities so as to enable the implementation of the necessary control measures and as necessary appropriate occupational health interventions eg 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 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 affect 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 Stonewest's Health & Safety advisors as appropriate
- Ensuring that staff are aware of the Occupational Health arrangements at Stonewest

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 managements 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 the managers and staff are aware of the Occupational Health Service
- Working in partnership with Stonewest's Health & Safety advisors 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 ie 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



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Director
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