

Occupational health is a shared responsibility. Under Law, KGJ Price [Railway Contractors] is responsible for the health and safety of its employees, employees have to look after their own health and safety and we all have to take care of the health and safety of others.

Occupational Health Embraces:

- The effect of work on health, whether through sudden injury or through long-term exposure to agents with latent effects on health, and the prevention of occupational disease through techniques which include health surveillance, ergonomics and effective management systems;
- The effect of health on work, bearing in mind that good occupational health practice should address the fitness of the task for the employee, not the fitness of the employee for the task alone;
- Rehabilitation and recovery programmes;
- Helping the disabled to secure and retain work;
- Managing work-related aspects of illness with potentially multi-factorial causes (e.g. Musculo-skeletal disorders, coronary heart disease) and helping employees to make informed choices regarding lifestyle issues.

Medical Confidentiality

All of the records including medical questionnaires, medicals and health surveillance are categorised as medically confidential.

Occupational Health records can only be accessed by KGJ Price [Railway Contractors]'s Occupational Health Advisors (Contacts), and by the employee in accordance with Data Protection legislation. This also includes any information obtained from GPs and Specialists with the written consent of the employee under the Access to Medical Reports Act 1988. The only exception to this is where prior written consent has been given by the employee for the information to be disclosed to other named persons.

In interpreting the information, Occupational Health will inform KGJ Price [Railway Contractors] whether the employee is fit for work or not and if any work restrictions should apply but may not disclose any medically confidential information without the employee's prior written consent.

Medical records are held at our Head Office in envelopes sealed by our Health & Safety Manager and in locked cabinets. These envelopes may only be opened by our Health & Safety and Human Resources Managers. Unauthorised access to cabinets and/or records will result in disciplinary action.

Employment Medical Screening

The purpose of employment medical screening is to:

- Ascertain whether an individual is fit and safe to perform the job for which he/she is being considered;
- Advise on any requirement for reasonable adjustments that may need to be made to the work activity or environment, in view of the individual's capabilities.

All offers of employment are made subject to medical screening. Employees and prospective employees may be required to undergo a medical examination. Full account will be taken of Disability Discrimination legislation.

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Health Surveillance

The purpose of health surveillance is to:

- Provide appropriate health surveillance for employees, based on an assessment of the potential risk of harm through work activity;
- Provide employees with general advice on other health matters.

Employees will be encouraged to attend and co-operate with Health Surveillance as requested and to inform KGJ Price [Railway Contractors] of any medical condition that may affect his or her potential to complete work safely, or which they suspect may have been caused or exacerbated by work activity.

As health surveillance is designed to meet relevant statutory safety requirements, co-operation with the policy is required. Refusals to attend statutory elements of health surveillance by an employee will be explored sensitively, but unreasonable refusal to co-operate may result in disciplinary action. Individual employee's reasons for not attending i.e., religious or other personal factors will be fully considered.

The Management of Occupational Health Procedure (KGJ-RMS-P22) is held within the Rail Management System and can be accessed via the company's One Drive.

Absence Management and Rehabilitation

The purpose of absence management and rehabilitation is to:

- Demonstrate commitment to employee's health, safety and welfare;
- Monitor and manage sickness absence in a fair and equitable way;
- Take positive action to improve attendance (eg through well thought out rehabilitation programmes);
- Rehabilitate employees to enable an earlier return to work following illness or injury;
- Promote early intervention for conditions known to respond well to such action;
- Reduce levels of sickness and association absence;
- Minimise the incidence of ill-health retirement.

Employees may be referred by line management to Occupational Health to ascertain if a medical examination is necessary.

Absence Management and Rehabilitation Procedure

The emphasis throughout this procedure is not to force employees who are unfit back to work, but to take positive action to improve attendance through well thought out rehabilitation programmes. An early return to work will often prove therapeutic and provide a better outcome than an employee at home and alone will produce.

Organisational Responsibilities

Everyone has a responsibility to ensure high levels of attendance. Specifically, these responsibilities are:

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Employees should:

- Report any absence from work to their manager/supervisor in accordance with KGJ Price [Railway Contractors]'s Sickness Absence Policy.
- Co-operate with requests to attend OH assessments. Refusal to attend following a referral at Managements request, will result in KGJ Price [Railway Contractors] making a decision on the only available information and may result in disciplinary action.

Managers/Supervisors should:

- Take prime responsibility for absence management.
- Maintain contact with absent employees.
- Ensure that new employees are informed of KGJ Price [Railway Contractors]'s Sickness Absence Policy and that all employees follow the agreed absence reporting procedure as outlined in the policy.
- Ensure that all absences are recorded on Bright HR and that accurate attendance/nonattendance records are maintained.
- Conduct a return-to-work interview on the employee's return to work, to discuss reasons for the absence, and, where necessary via the OH service, arrange a health assessment to identify the need for any work restrictions etc.
- Identify any occupational causes of ill health, and trigger action to improve the situation
- Seek advice from OH contacts in determining whether repetitive absence has an underlying medical cause
- Speed return to work as appropriate following reference to OH advice/expertise
- Ensure that employees receive sympathetic counselling/advice
- Where necessary, ensure that employees receive positive encouragement to improve attendance and to take appropriate action where other measures have failed.

Occupational Health should:

- Provide professional occupational health advice to KGJ Price [Railway Contractors].
- Support managers/supervisors in planning return to work programmes.
- Make recommendations for specialist treatment when appropriate.
- Ensure good communications especially during the early part of a rehabilitation programme.
- Regularly review rehabilitation programme objectives, priorities and end dates.

Human Resources/Payroll should:

- Provide absence summaries on a quarterly basis to line managers for monitoring purposes.
- Ensure a consistent approach to absence management and rehabilitation is applied.
- Support and advise line managers and employees regarding absence management and rehabilitation.
- Monitor performance of occupational health contacts.

Definitions

Information from self-certified sickness forms and doctors' certificates will be collated by Payroll for sick pay purposes and to identify employees requiring early intervention by Occupational Health Contacts. For analysis purposes, the definitions shown below apply.

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Short Term Sickness Absence: absences of less than 20 consecutive working days.

Long Term Sickness Absence: absences of 20 consecutive days or more.

Repetitive Absence: 3 or more instances of sickness absence in any rolling 12-month period; 10 or more days sickness absence within any rolling 12-month period; Any other recognisable patterns, such as frequent absenteeism on a Friday, Monday or before/after bank holiday weekends.

Rehabilitation: is the restoration to health and working capacity of a person debilitated by illness (physical or psychological) or by injury.

Early Intervention - absences due to depression/anxiety/stress, back pain and accidents at work are conditions known to respond well to early intervention. In these cases line management will make an immediate referral to Occupational Health.

We believe that an active and healthy workforce is vital to achieving a safe, successful and sustainable organisation and we are therefore committed to the health and wellbeing of all our people.

Fully Trained Mental Health First Aiders (trained by MHA Wales) sit within the business and provide KGJ Price [Railway Contractors] with guidance relating to mental health and wellbeing. We work in conjunction with Network Rail's Safety Central's Health & Wellbeing initiative to enable KGJ Price [Railway Contractors] to support the health and wellbeing of our employees.

We use resources such as posters and toolbox talks supplied by Network Rail via Safety Central, posters are displayed in prominent positions within our head office and site cabins, toolbox talks are cascaded to all employees within the business via Bright HR our integrated HR system. Mental Health First Aiders are available to liaise with employees who may have any concerns and if required any concerns identified if required can be escalated to our Occupational Health Consultants.

Mervyn Harris



Director
01.05.24

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