

Occupational Health Management

Scope

This management procedure describes a process by which A Bright Solution Ltd. shall ensure compliance with his statutory duties of care, through an effective occupational health and health surveillance process.

Its purpose is to protect the health of the employees from health hazards that may be exposed to during the course of their work activities and seeks to maintain a productive workforce through identification, education and management of work related health.

General Requirements

The purpose of the occupational health procedure is to promote and maintain the physical, mental and social well-being of all staff. The company recognises that, on occasion, employees shall be absent from work due to illness. It also recognises that, on occasion, environmental factors within the workplace may contribute to the employees wellbeing.

A Bright Solution Ltd. is committed to the prevention of work related ill-health by implementing the appropriate control measures necessary to protect staff and effective health surveillance required where there is any residual risk to the employees health and well-being.

This procedure aims to ensure that all A Bright Solution Ltd. employees health is protected and maintained during the course of the work activities.

Roles and Responsibilities

Business directors shall ensure that any arrangements are in place and resources are made available to deliver and maintain requirements of this procedure.

Senior Management shall be responsible for the following;

- Provide specialist advice and guidance to the business based on legislation, best practice and current health data relating to the effective management of health risk in A Bright Solution Ltd..
- Set and/or approved clinical protocols, content, frequency and fitness parameters of health assessment and occupational health providers clinical standards.
- Undertake a risk assessment to identify, with the help of the health and safety practitioner, those employees who require inclusion in the health surveillance\health assessment programmes and ensure that they are included on the health and safety database held and management by the Occupational Health Providers (OHP). These shall provide a first level assessment of what health surveillance test should be undertaken on an individual or group of individuals depending on their work activity and associated health risks.
- Use the management information provided by the OHP and the trend analysis from the company health & safety committee to prioritise health risks and implement appropriate preventative health measures.

- Provide employees with the necessary information, instruction and training with regards to exposure to hazards associated with their work and how to report any signs and symptoms of work related ill health.
- Ensure the confidentiality of sensitive personal data is maintained and that all sensitive personal data and any occupational health reports are stored and managed with appropriate levels of safety and security and are only disclosed to authorised individuals on a need to know basis.

Line Managers Shall;

- Allow employees time away from their duties to attend Health Surveillance/Health Assessment appointments and occupational health consultations as required.
- Refer (in conjunction with the HR department) to OHP when they become aware or are informed of changes in employees health status that affects their 'fitness for work' and their safety and the safety of others.
- Give due consideration and consult with the OHP regarding any recommendations made about the management of an employee with a work related health concern.
- Ensure employees adhere to any recommended restrictions or modifications that have been agreed.
- Ensure the confidentiality of sensitive personal data is maintained and that all sensitive personal data and any occupational health reports are stored and managed with appropriate levels of safety and security and they're only disclosed to authorised individuals on a need-to-know basis.
- Encourage participation in health and well-being programmes and demonstrate leadership.
- Follow the process for the generic and specific occupational health risks provided in this document.
- Ensure that any reports on employees fitness for work are transferred between managers as part of the handover process.

Occupational Health Providers Shall;

- Deliver professional and competent occupational health and well-being services to the agreed standards, including health surveillance and health assessment programmes and health and well-being programs.
- Accurately report on service delivery against agreed performance indicators and service level agreements.
- Provides a process for audit of clinical standards and service delivery requirements.
- Provide a referral service for managers, and human resources management team as requested, and provide impartial recommendations on fitness for work issues.
- Identify two managers and employees those who require increased frequency of assessment.
- Inform managers when a reportable disease is diagnosed-reporting is defined in the the company RIDDOR Reporting policy.
- Ensure that medical records and clinical data bases are managed in a secure and confidential manner and updated as required, in line with appropriate data protection and Data Security standards.

- Consult with the company health and safety practitioner with regards to developments and innovations in occupational health services delivery.
- Raise the profile of the benefits of occupational services widely throughout the business.
- Provide management information to the group safety team and nominated representatives within the company.

The Employee shall;

- Attend health assessment appointments as required.
- Complete and make an honest and accurate health declaration at the time of all health assessments and consultations.
- Notify the responsible manager and/or occupational health team of any changes in health status that affects their ability to perform their duties safely, in order that an assessment can be undertaken to establish fitness for work.
- Adopt and comply with any restrictions apply due to health issues for the periods agreed by the manager and the occupational health team.
- Comply with health information provided to them in relation to specific workplace health risks.

Occupational Health Hazards

Assessing health hazards, monitoring health trends and medical screening with existing and potential employees, shall provide the company with the means to take objective decisions regarding the health of employees and the suitability of workplace systems.

The following occupational health hazards have a potential impact on company operations;

Physical

- Noise
- Vibration
- Radiation
- Extremes of temperature
- Risk of accidental injury or death

Chemical

- Dust
- Fumes
- Vapours
- Gases
- Other Chemicals
- Indoor air pollution (including tobacco smoke)
- Work-related carcinogens.

Biological

- Medical (clinical) waste
- Other organic waste materials
- Infectious diseases (e.g. leptospirosis, hepatitis, CV-19, legionnaires)

Ergonomic

- Manual handling
- Repetitive motion
- General job/work design

Psychosocial

- Organisational issues
- Personal work stress and fatigue factors
- Issues relating to work politics (e.g. interpersonal relationships, discrimination).

Lifestyle

- Alcohol Abuse
- Anxiety disorders
- Bipolar affective disorder
- Depression
- Eating Disorders/obesity
- Obsessive compulsive disorder
- Paranoia
- Smoking
- Substance abuse

Occupational Health Risk Assessment

All risks to health have been assessed as to ascertain the general / common health risks associated with company activities.

A Bright Solution Ltd. endeavour to reduce the effect of all occupational health by assessing all operations carried out in the business and applying the appropriate control measures using ALARP. Where possible, hazards shall be eliminated completely or the working practices re-engineered to reduce risk to an acceptable level.

This assessment based on the high-level risk matrix uses the 5×5 matrix for determining occupational health risk.

The following table has been used;

Severity (Harm potential)	Safety	Health						
	Major Risk of a fatality	Major Risk of fatality	5	5	10	15	20	25
	High Risk of a broken bone (LTI/RWI)	High Permanent impairment with significant impact to quality of life (Cancer/ HAVs level 3/ asbestosis/ industrial deafness/)	4	4	8	12	16	20
	Medium Risk of a medical treatment	Medium Major impairment to health (Noise induced hearing loss/ HAVs level 2/ sensitisation)	3	3	6	9	12	15
	Low Risk of a minor/First aid injury	Low Minor Impairment to health (dermatitis/ tinnitus/ level 1)	2	2	4	6	8	10
	Negligible Scratch/Bruise	Negligible rash/ redness/ tingling	1	1	2	3	4	5
Score			1	2	3	4	5	
			Remote	Unlikely	Probable	Likely	Almost certain	
			Likelihood					

The assessment shall be reviewed on an annual basis to ensure the correct level of control is applied. Where residual risk remains, these must be reduced, controlled, monitored and managed by A Bright Solution Ltd..

This review shall consider local laws and cultural aspects to determine the most suitable approach to undertake. The risk assessment should take due cognisance of any statutory mandatory health surveillance requirements set by regulation. In some cases additional health screening shall be undertaken by nominated assesses (accredited by statutory bodies – Asbestos/radiation/ ViISA-medical screen as required.

As a minimum, the company should;

- Identify employees requiring Health surveillance or health assessment.
- Identify individual employees who require fitness to work assessment.
- Ensure managers and employees are aware of their responsibility to report and manage health issues that affect fitness to work and how to access occupational health services for advice if applicable.

- Undertaking health and well-being programmes for all staff.

Specific Risk Assessments

Any job specific risk assessments conducted shall also consider specific health risks that occur during work activities where equipment, environment and personnel are brought together in a process that shall result in the safe completion of the task.

The control measures shall be part of the specific risk assessment and a team of operatives who shall be undertaking the removal or application of hazard substances.

Health monitoring

Specific substances use within A Bright Solution Ltd. shall require additional health monitoring such as urine and blood analysis, air sampling, personal-air sampling etc. The types and levels of monitoring as listed within the specific CoSHH / Chemical assessments as per A Bright Solution Ltd.'s CoSHH policy.

Monitoring ensures that Workplace Exposure Limits (WEL's) are not being exceeded and also demonstrate that controls including personal protective equipment is working well.

The information obtained from monitoring also provides guidance on specific PPE requirements.

Copies of all health monitoring undertaken in the company shall be forwarded to the safety management team and company director(s).

Pre- Employment Health Assessment

All A Bright Solution Ltd. employees shall be subject to a minimum level of health assessment screening before employment with A Bright Solution Ltd. is confirmed; the level of assessment shall depend on legal obligations such as visa medicals and also client requirements i.e. offshore.

The minimum should be a health questionnaire as part of the application process which should be used to determine the employees baseline health.

The contents of the questionnaire should be designed that any response which raises potential health employment issues can be easily identified, when this occurs the recruiting person shall seek guidance to ascertain the individual's suitability for employment. This may require a physical health assessment to be undertaken which must be arranged with the OHP.

The line manager responsible for recruitment shall ensure that the pre-employment questionnaires are vetted before employment is confirmed.

Health Surveillance and Health Screening Programmes

Health surveillance is about systematically watching out for the early signs of work related ill health and employees exposed to certain health risks. It provides the company with information that shall

help you to protect employees from illness caused to health by being exposed to health risks at work.

The company shall determine the best approach to support health screening, which shall take into account the company specifics and legislation.

The programme should consider;

- Full time employees
- Temporary workers
- Short term contract workers

Ideally, the screening programmes should reflect the specific trades and activities completed within the company.

The company shall use annual competency assessments to ascertain if there have been any health related issues, including medical conditions requiring operations that may affect their ability to complete work safely.

Bespoke Health Assessments

Additional health assessment may be required depending on the scope and activity the individual is being employed to undertake.

The recruiting manager must ensure that for the proposed activities the respective health risk assessment is consulted. This may identify additional screening requirements for specific risks or in some cases some screening that is set as statutory requirements by legislation such as:

- Asbestos health assessment
- Working with Lead or are they prescribe substances or chemicals
- Working with paints or insulation foam material containing Isocyanates.
- Working with any materials containing ceramic fibre
- Operatives who is likely to experience hand arm vibration due to the use of tools
- Workers expected to be exposed to excessive noise levels
- Workers within the nuclear industry or individuals with a potential to receive a radiation dose
- Offshore workers health assessment
- Nightshift workers

Specific health assessment for the above are contained within the relevant procedures.

Management and Self-Referral Services

Where applicable, the company shall create a management referral scheme whereby, if required, an employee's health can be assessed formally and assistance given. Such schemes should consider an injury management after work based incident, help and assistance if ill-health occurs due to working practices.

Health and Wellbeing Programmes

The company shall create specific health and well-being programmes suitable for employees such as;

- Stop smoking campaigns
- Health eating awareness
- Weight management
- Diet and exercise programmes
- Alcohol and drug awareness programmes
- Mental health coaching

Personnel Data

Sensitive personal data and include but not limited to ethnic origin, racial origin, physical health, mental health, sexual preference, etc. All data pertaining to employees health shall be classed as confidential and shall be held in locked filing cabinets and not left on desks. Where applicable, the OHP should maintain the records on behalf of the company.

If a specific occupational health report is required, this shall be requested by the HR team, who shall be the point of contact with the OHP or physician.

If access to medical records is required, the request shall be made formally in writing with the permission of the employee.

Engaging and Occupational Health Provider

Before engaging the services of an OHP, the company shall fully understand requirements needed.

OHP's shall go through the tender process to determine which provider can provide the best service to A Bright Solution Ltd..

Before engaging with the provider, service legal agreement shall be created outlining the response times required, retrieval of health records and also where and how the medical records are to be stored.

All OHP shall undergo vendor approval.

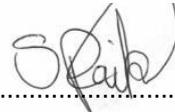
NB. Consideration should also be given to how the records shall be stored at the end of the contract and if they will be returned to company for archiving.

Appendix 1: Example of a Health Screening Questions

Lifestyle Information					
What is your height?				What is your weight?	
Do you smoke?	Yes		No		If yes, how many per day?
Do you drink?	Yes		No		If yes, how many units per week?
Are you taking any prescribed medication?	Yes		No		If yes, please provide details:
Medical History					
<i>Please answer all questions fully – if you need more space please attach a separate sheet</i>					
Question	Yes	No	If yes, please provide details here		
Have you been absent from work in the last two years?			Dates	Reason	
Have you ever had any hospital treatment or operations?					
Have you seen a doctor in the last year?					
Are you on any waiting lists for investigations or treatment?					
Do you have any health problems which may affect your ability to work safely?					
Have you ever had any health problems which may have been caused or made worse by work?					
Are you currently pursuing a claim for industrial injury or illness, or have you done so in the past?					
Do you have any allergies?					
Do you have any problems with your eyes or vision that are not corrected by glasses?					
Do you have any ear, nose or throat problems including hearing difficulties?					
Do you have or have you ever suffered from any kind of neck or back problem?					
Do you have or have you ever suffered from any kind of problem with your joints including pain, swelling or stiffness?					
Do you have or have you ever suffered from any upper limb disorder?					
Do you have or have you ever suffered from HAVS or vibration white finger?					
Do you have or have you ever suffered from any kind of skin problem?					

Question	Yes	No	If yes, please provide details here	
Do you have or have you ever suffered from problems affecting your circulation?				
Do you have or have you ever suffered from asthma, bronchitis or chest problems?				
Do you have or have you ever suffered with hepatitis or jaundice?				
Do you have or have you ever suffered from diabetes, thyroid or gland problems?				
Do you have or have you ever suffered from fits, blackouts or epilepsy?				
Do you have or have you ever suffered from any mental illness, or psychological problems, including stress, depression, anxiety, eating disorders etc.?				
Do you have or have you ever suffered from drug or alcohol problems?				
Have you ever been medically retired from another job?				
Do you have or have you ever suffered from any other medical conditions? (other than childhood ailments)				
Do you have any other health problem not already mentioned?				
Have you ever worked with asbestos? – if yes please provide dates and details			Dates	Details
Night Working				
From time to time our contracts may require us to ask you to work at night. Please answer the following questions so we can assess your ability to do so.				
Do you suffer from any medical conditions affecting your sleep?				
Do you have a chronic chest disorder where symptoms are more troublesome at night?				
Do you take any medication on a strict timetable, i.e. at a set time of day?				
Do you have any medical condition where the timing of a meal is particularly important?				
Do you have any other medical conditions that may affect your fitness to do night work?				

Signed.....
Mick Barrett
Director
8th August 2025

Signed.....
Sam Pailor
Director
8th August 2025