



Occupation Health Management Procedure

1. General

Operations which are undertaken by Bluevale Structures might impact on the health and wellbeing of employees, for example, physically or physiologically.

A number of occupational diseases are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations. It is, therefore, paramount that Bluevale Structures Teams ensure pre-employment assessments are completed.

Arrangements for health screening and medicals are made where it is appropriate, for example, employee highlights past or current illness which could be made worse through Bluevale Structures operations.

Typically risk areas include:

- Use of vibrating equipment or plant (HAVS).
- Use and exposure to plant and equipment that emit high noise levels.
- Use and exposure of hazardous materials and environments.
- Work in areas where biological risk is likely, for example, basements.
- Work in areas where radiation exposure likely.
- Use of display screen equipment.
- Repetitive movements.
- Manual handling for example, lifting, pushing and pulling.

Bluevale Structures Management Teams should use workplace risk assessments to identify occupational health risks and controls.

Bluevale Structures Health and Safety Department will assist on all occupational health risk assessments.

Occupational health risks that could impact on Bluevale Structures employees include:

- Asbestosis (Mesothelioma)
- Back injury
- Carpal tunnel syndrome (CTS)
- Dermatitis (Skin Disease)
- Hand arm vibration syndrome (HAVS) or White finger as it is sometimes referred to.
- Hepatitis A, B or C
- Leptospirosis (WELLS Disease)
- Occupational Asthma (Lung Disease)
- Lung disorders / Pneumoconiosis
- Muscle fatigue Stress

- Noise induced hearing loss
- Repetitive Strain Injury (RSI)
- Tetanus

Note: this list is not exhaustive and risk assessment should be used to identify other risk. Contact the Health and Safety Department for assistance.

Contact the Health, Safety and Environment Department for further advice and support if occupational ill health or diseases are suspected.

2. Planning

All Bluevale Structures employees must complete a pre-employment medical questionnaire.

Where problems are identified Bluevale Structures Human Resources (HR) Department should make appropriate arrangements for individuals to be referred to an independent medical advisor.

Bluevale Structures Health and Safety Department will be instructed by Bluevale Structures HR Department to carry out a specific risk assessment of the employee and their workplace area.

The risk assessment for any workplace should identify any foreseeable occupational health risks, and employees who are at risk should be identified and suitable arrangements made for medical screening, awareness training, safe systems of work training and appropriate personal protective equipment, hygiene and changing facilities arranged as necessary.

Human Resources Department should make the appropriate arrangements and obtain the relevant permissions from the employee.

Bluevale Structures operates a No Smoking Policy on all sites and work place areas/ buildings.

Bluevale Structures will arrange a designated smoking area with suitable shelter for company employees who smoke. This will be located away from non-smokers and entrances to buildings.

3. Work Practices

Where it is identified through risk assessment that an individual's medical condition could be made worse as a result of the type of work they are undertaking, Management should seek advice from the Health and Safety Department. The main objective will be to establish the level of work that is safe for the individual to undertake.

Bluevale Structures employees will be fully responsible for reporting any illness that they have reason to believe has been caused as a result of Bluevale Structures work they have undertaken.

Health surveillance identified in other standards should be implemented, e.g. noise exposure records, vibration exposure records, skin surveillance etc.

Medicals should be carried out at the appropriate intervals and feedback provided to line management if any conditions have changed since the last medical.

Where stress is suspected or identified Bluevale Structures HR Department must be contacted. HR Department will deal with all concerns immediately to prevent the symptoms from developing. This should be dealt with professionally and must be fully confidential.

Signature:



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Harold Wylie
Managing Director