

**Business Management System**

**Section 10: Occupational Health**

**Part 14 – Occupational Health Policy**

Document Record		
Rev	Changes	Date
1	Original	1 <sup>st</sup> September 2023
2	Review	30 <sup>th</sup> August 2024
3	Review	1 <sup>st</sup> September 2025

**Policy**

Occupational health is a shared responsibility. Under UK Law, this company 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.

#### **Our aims are:**

- to build a better working environment.
- to strive to ensure and demonstrate that every reasonable effort has been made towards secure employment including improving working practices for the prevention of harm and the encouragement of rehabilitation and retention.
- to focus on the quality of the working environment covering welfare, occupational and wider health issues, job design, satisfaction, and workplace safety.
- to work openly and transparently with genuine and timely consultation with all relevant parties to develop solutions to problems.
- to ensure joint communication on occupational health issues.
- to jointly monitor the management of health surveillance, sickness absence and rehabilitation.
- to handle all individual cases with sympathy and understanding.

#### **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 our Occupational Health Advisors 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 the company 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 locally in envelopes sealed by our Occupational Health Advisors and in locked cabinets.

A handwritten signature in blue ink, appearing to be 'J. Spinks', written in a cursive style.

**Jamie Spinks, Director**

**1<sup>st</sup> September 2025**