

HEALTH SURVEILLANCE POLICY

Policy Statement: Health surveillance is a system of ongoing health checks. These health checks may be required by law for employees who are exposed to noise or vibration, ionising radiation, solvents, fumes, dusts, biological agents, work in environments with compressed air and/or other substances hazardous to health. Health surveillance is important for:

- ✚ Detecting ill-health effects at an early stage, and ensure better controls to prevent them getting worse
- ✚ Providing data to help employers evaluate health risks
- ✚ Enabling employees to raise concerns about how work affects their health
- ✚ Highlighting lapses in workplace control measures, therefore providing invaluable feedback to the risk assessment
- ✚ Providing an opportunity to reinforce training and education of employees e.g. on the impact of health effects and the use of protective equipment

All Employees: This policy applies to all persons working for or on our behalf of the McSense Group of Companies which includes the subsidiary companies - *McSense Communication Ltd, McSense Ltd, McSense Services Ltd & McSense Workspace Ltd* in any capacity including but not limited to:

- ✚ All employees at all levels, prospective employees, agency workers, seconded workers, temporary workers, contractors/sub-contractors, clients, agents, external consultants, volunteers, members of the public, group's supply chain, third-party representatives and/or business partners who will be referred to in our Group policies as "all employees".

The Workplace: This policy applies to all persons working for or on our behalf of the McSense Group of Companies in any capacity at the workplace(s) as defined below which includes but not limited to:

- ✚ McSense Premises, Offices, Units, Business Park, Client's Premises, External Meeting Places, Customers' Homes, Gardens, Sheltered Housing, Whilst On-Call, On-Duty, Emergency Cover, Working from Home including On-Line Meetings, Whilst Driving in Company Time, Working Public Areas (café's, trains, coffee shops, buses etc) and will be referred to throughout this policy as "the workplace".

Purpose: An important part of occupational health is how work and the work environment can impact on workers' health. Employers must make sure workers' health is not impacted by their work. Health surveillance is a scheme of repeated health checks which are used to identify ill health caused by work. Health and safety law requires health surveillance when workers remain exposed to health risks even after controls are put in place. This is because control measures may not always be reliable, despite appropriate checking, training and maintenance. Health risks which require health surveillance include noise, vibration and substances hazardous to health.

At McSense Group the responsibility for health and wellbeing at work belongs to both the McSense group and our employees' where some key factors determine whether workers will have a positive or negative relationship with work which include but are not limited to:

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| ✚ Adverse & Hot Weather | ✚ Involvement Of Employees' Organisational Issues and Being Part Of The Decision-Making Process |
| ✚ Air Quality & Heat Exhaustion | ✚ Lone Working |
| ✚ Alcohol And Drugs Misuse | ✚ Mental Health in The Workplace |
| ✚ Behavioural Safety | ✚ Occupational Health Issues |
| ✚ Bereavement & Loss | ✚ Positive Employee and Line Manager Relationship |
| ✚ Defined Job Roles & Documented Job Descriptions | ✚ Wellbeing & Workplace Performance |
| ✚ Family Friendly Arrangements | ✚ Working hours with average working weekly hours & maximum shift lengths |
| ✚ Fatigue & Hours of Work | ✚ Working From Home |
| ✚ Fit For Work & Return to Work Meetings | ✚ Working Time Regulation |
| ✚ Flexible Working Arrangements | |
| ✚ Holiday's Allocation Guidance | |

Risk Assessment(s): The McSence Group's risk assessment should be used to identify any need for health surveillance. Health surveillance should not be used as a substitute for undertaking a risk assessment or using effective controls where health surveillance is needed to:

- ✦ Protect workers who are at an increased risk
- ✦ Identify work-related ill health at an early stage so that steps can be taken to treat the condition and prevent further damage
- ✦ Give early warning that protective control measures are no longer effective

Health surveillance **does not** reduce the need to eliminate or manage health risks and health surveillance is a particular legal requirement and should not be confused with:

- ✦ Activities to monitor health where the effects from work are strongly suspected but cannot be established
- ✦ Workplace wellbeing checks, such as promoting healthy living
- ✦ Fitness to work assessments such as fitness to drive forklift trucks or health assessments requested by night workers

Health and safety law requires that employees shall not be charged for vaccines offered as means of protecting them at work. In providing vaccines, employers should ensure that employees are made aware of the advantages and disadvantages of immunisation and its limitations. Occupational health records should be kept updated of any immunisation course(s) undertaken. Employees are at liberty to refuse immunisation, but any refusal should be considered as part of the risk assessment

Criteria for conducting health surveillance includes when:

- ✦ An individual is being exposed to a hazardous substance that is linked to an identifiable disease of adverse health effect
- ✦ There is reasonable chance that the disease or adverse health effect may occur under the conditions of work
- ✦ There are valid techniques of detecting the disease or adverse health effect

Company Intranet – Staff Zone: All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group's Staff Zone Intranet via our website [Login | McSence](#)

Compliance: Failure to comply with the provisions of this Policy may result in Disciplinary proceedings.



McSence Group Signatory:

David Maxwell | Chief Executive

McSence Group - McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd

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Policy Amendments & Revisions: *This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes. Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.*