



W E Dowds (Shipping) Ltd

OCCUPATIONAL HEALTH POLICY

RELEVANT LEGISLATION

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Access to Medical Records Act 1988

Data Protection Act 1998

POLICY

W. E. Dowds (Shipping) Ltd acknowledges the importance of protecting the health and safety of its employees, contractors, customers and members of the public by ensuring the safe operation of its activities.

Occupational health is a shared responsibility. W. E. Dowds (Shipping) Ltd is responsible for the health and safety of its employees; the employees have the responsibility to look after their own health and safety; and we all have the responsibility to take care of the health and safety of others.

Occupational Health matters can be communicated through the Humans Resources Department.

ARRANGEMENTS

ORGANISATIONAL STRUCTURE

To demonstrate top-level commitment and define responsibilities and accountability for securing the safe operation of all activities undertaken.

OCCUPATIONAL SAFETY

To safeguard the health and safety of all who work for us by assessing and minimising risks; promoting an accident free workplace; provide medical examinations and advice for all employees.

INCIDENT REPORTING AND FEEDBACK

To create a culture and system to ensure that incidents, near miss, concerns and complaints are reported, recorded, adequately investigated and that steps are taken to address the root causes.

MAJOR RISK/INCIDENT MANAGEMENT

To anticipate, evaluate and manage major risks for our operations through the continued development of the Safety Management System that emphasises prevention and effective emergency procedures, response and recovery plans. These risks may include:

- Hazardous Substances (COSHH)
- Vibration
- Noise
- Manual Handling
- Work at Height

TRAINING

To increase and maintain awareness of occupational health and safety issues among our workforce and to train our personnel to work in a safe manner.

PLANNING

To ensure that occupational health and safety issues are considered at all stages of our activities and all equipment and structures are operated, maintained and inspected in a safe way.

AUDIT, MONITOR AND REVIEW

To undertake regular monitoring, periodic review and audit to OHSAS 18001 standards to ensure that this policy and its associated Safety Management System is being correctly implemented, maintained and improved. (See OHSAS 18002 – Guidelines for Implementation of OHSAS 18001)

COMPLIANCE AND BEST PRACTICE

To comply with all relevant legislation as a minimum and benchmark, where practicable, to best industry practice.

OPENNESS

To gain the trust of employees and public by initiating and maintaining an open dialog regarding our occupational health and safety policies, programmes and performance.

COMMUNICATION

To develop and maintain communication channels which ensure that this policy and its objectives are understood by all employees, contractors, customers and members of the public, and which actively seek their input and feedback.

MEDICAL FACILITIES

We do not have an occupational health nurse on site. If an employee requires medical assistance whilst in work, there are a number of nominated first aiders throughout the Organisation who can administer first aid treatment (these can be identified on the laminated sign in each warehouse/office and by a green cross on their safety helmets).

For more serious cases, the employee should be driven to the Royal Gwent Hospital A&E Department. Alternatively, in an emergency situation, an ambulance must be called.

There will be a pre-employment medical screening for every prospective new employee. A further annual medical (including hearing tests) will be arranged for all new operational employees in the first three years of service. Thereafter, a three yearly medical (including hearing tests) will be arranged for all employees. People Asset Management will undertake these medicals and hearing tests, which are job specific.

Display Screen Equipment users will be required to undergo an eye test every two years at their nominated optician. The 'Company' will reimburse the cost of an eye test to all DSE users.

In certain circumstances, it may be necessary for us to obtain a medical report from an employees doctor/specialist and/or a nominated company doctor (Port Medical Centre) in order to establish:

- Reason for absence
- Duration of absence
- When employee will be able to return to work
- Fit to return to work following an accident at work
- What, if any, treatment is being prescribed
- Whether the problem is likely to recur
- Whether the employee is fit to carry out all the duties of their job

**Note - an employee must be fully fit before returning to work*

Employees have certain rights under the Access to Medical Reports Act 1988 which are as follows:

- Written consent from employees will be obtained before any medical documentation is sought
- Employees may withhold consent to the report being sought
- Employees can request to see the report prior to it being forwarded to the Human Resources Department
- Employees have the right to request the Doctor/Specialist forward them a report up to 6 months after it has been supplied. (There may be a charge for this)
- Employees have the right to prevent the report being submitted to their employer. They also have a right to request the amendment of part of the report they believe is incorrect or misleading. If the Doctor/Specialist does not agree with the amendment, the employee has the right to attach a statement of his/her views with the report. If the Doctor/Specialist believes that the employee or others may be harmed by the report or any part of it, the report can be withheld from the employee.

W. E. Dowds (Shipping) Ltd would like to stress that no decision will be made that could affect the individuals employment without full consultation with said individual, and careful consideration of all circumstances will be taken into account

Medical information will remain confidential. Only authorised personnel i.e. Julie Boycott (Human Resources) and Frank Elliott (General Manager) will have access to these records and they will have the responsibility of maintaining them. Any medical information held by the company will be kept in a locked cabinet in the Human Resources Department.