

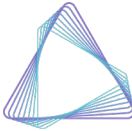
DOCUMENT NUMBER: QMS100214	TITLE: Health Surveillance & Monitoring	 AZENTA LIFE SCIENCES
REVISION: 2	DOCUMENT CLASSIFICATION: 02 – Work Instruction	

Table of Contents

1	PURPOSE.....	1
2	SCOPE.....	1
3	REFERENCE DOCUMENTS, FORMS	1
4	DEFINITIONS:	2
5	RESPONSIBILITIES	2
6	OPERATIONAL PROCEDURE:	3
6.1	GENERAL HEALTH SCREENING QUESTIONNAIRE	3
6.2	HAND ARM VIBRATION TIERED ASSESSMENTS	3
6.3	WHOLE BODY VIBRATION ASSESSMENT	4
6.4	NOISE ASSESSMENTS.....	4
6.5	RETURN TO WORK ASSESSMENTS.....	4
6.6	DISPLAY SCREEN EQUIPMENT (DSE) ASSESSMENTS.....	4
7	MONITORING & REVIEW	5

1 PURPOSE

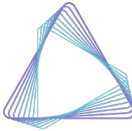
Health surveillance is a scheme of repeated health checks which are used to identify ill health caused by work. Health and safety law requires health surveillance when your workers remain exposed to health risks after you have put controls in place.

2 SCOPE

This health surveillance procedure applies to all employees directly employed by Kingston Landscape Group (KLG).

3 REFERENCE DOCUMENTS, FORMS

External Document References (If applicable)	
Document Number	Document/Form Name
N/A	Health and Safety at Work etc. Act 1974
N/A	Management of Health and Safety at Work Regulations 1999
N/A	The Control of Vibration at Work Regulations 2005
N/A	The Control of Noise at Work Regulations 2005
N/A	Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013

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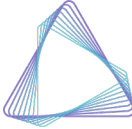
Internal Document References (If applicable)	
Document Number	Document/Form Name
QMS100200	Health & Safety Policy
QMS100209	Risk Assessment Template
QMS100210	CoSHH Assessment Template

4 DEFINITIONS:

List definitions of terms or abbreviations	
Term	Definition
HAVS	Hand Arm Vibration Syndrome
Carpal Tunnel	a condition that causes numbness, tingling, or weakness in your hand. It happens because of pressure on your median nerve, which runs the length of your arm, goes through a passage in your wrist called the carpal tunnel, and ends in your hand.
COPE	Independent Occupational Health Consultants, contact Nicola Durkin: Nicola Durkin email: nicola.durkin@copeohs.com , Tel: +44 (0)115 925 9222
Risk	The likelihood that a hazard will cause harm, combined with the severity of that harm.
Risk Assessment	A systematic process of identifying hazards, evaluating risks, and determining appropriate control measures, including the need for PPE.
DSE	Display Screen Equipment, for example computers, laptops etc.

5 RESPONSIBILITIES

List all the participating roles and summarize their responsibilities related to the procedure	
Role	Responsibility
Director	Provide support to KLG employees to enable the requirements of this procedure to be followed.
HSEQ Manager	Overall responsibility for management of the health surveillance and health monitoring programmes for KLG.
HR Manager	Undertake General Health Screening interviews and Return to Work Assessments with KLG employees
Operations Manager or other Management personnel	Provide assistance to HSEQ Manager regarding availability and scheduling of employee's time to ensure HSEQ Manager and HR Manager are able to implement this procedure.

DOCUMENT NUMBER: QMS100214	TITLE: Health Surveillance & Monitoring	 AZENTA LIFE SCIENCES
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6 OPERATIONAL PROCEDURE:

KLG have a responsibility to ensure that the works employees are undertaking have been risk assessed and the risk assessments have identified where they may be impacts to employee's health. In instances where there is a risk to employee's health, control measure are devised and required to be implemented to protect employees whilst undertaking their jobs. A means by which to validate that controls measures are effective and being properly adopted is a schedule of health surveillance and monitoring. This shall be applied to ascertain a base level health assessment when employees commence employment with KLG, as well as on an ongoing basis to ensure that employees health does not deteriorate.

Employees also have a responsibility to inform KLG if they develop any health conditions which may impact or impede them in the work they undertake. Similarly, if an employee is taking any medication that may affect their work they are responsible for reporting this to their immediate Manager or the KLG HR Manager. It may then be a requirement that their role is reviewed and potentially amended in response to these health conditions or medical treatments.

Should an employee have a disability or medical issue KLG are committed to adapting their work role or the environment in which they work to enable them to undertake their role effectively.

6.1 General Health Screening Questionnaire

At the point at which an employee commences employment with KLG the HR Manager shall ensure that a general health screening questionnaire is completed to determine if it is safe for the new employee to undertake particular work tasks or be involved in certain activities. HR Manager to ensure that the *Health Screening Questionnaire* is completed. The questionnaire has a section for personal details to be completed, a section which allows the hazards the job involves to be noted, a section on the employee's health history and finally a section on disabilities which may impact undertaking certain types of work.

6.2 Hand Arm Vibration Tiered Assessments

Hand arm vibration syndrome and carpal tunnel are associated with the use of vibrating equipment. When a new employee commences employment with KLG and shall be undertaking works which have the potential to give rise to impacts from HAVS they shall be assessed to determine whether they have existing symptoms which may indicate they are impacted by HAVS or Carpal Tunnel. Employees will also be asked to provide information on previous employment which may have potentially impacted their health status relevant to HAVS and Carpal Tunnel. The KLG HAVS health surveillance programme consists of additional types of assessment, ranging from annual monitoring to formal assessment by an occupational health doctor. The following 'Tiered' assessments shall be implemented:

Tier 1

Tier 1 is a short questionnaire used as a first check for people moving into jobs involving exposure to vibration. KLG employees should complete *Tier 1 HAVS Questionnaire* as part of the employee induction process. The replies to the questionnaire will indicate whether employees need to be referred to Tier 3 for a more detailed HAVS health assessment.

Tier 2

Tier 2 is a short questionnaire that is issued once a year to employees exposed to vibration risks to check whether they need to be referred to Tier 3 for a more detailed HAVS health assessment. KLG employees should complete *Tier 2 HAVS Questionnaire*.

Tier 3

Tier 3 involves a more detailed HAVS health assessment by a qualified person (e.g. an occupational health nurse). If the assessment shows that the employee has HAVS then the employee shall be progressed to Tier 4 for more detailed testing and assessment.

Tier 4

Tier 4 involves a formal diagnosis and is carried out by a doctor qualified in occupational health. The doctor will advise on the employee's fitness for work.

DOCUMENT NUMBER: QMS100214	TITLE: Health Surveillance & Monitoring	
REVISION: 2	DOCUMENT CLASSIFICATION: 02 – Work Instruction	

The HSEQ Manager is responsible for reviewing the Tier 1 and Tier 2 assessments and in consultation with the KLG Occupational Health Consultants (COPE) shall determine whether particular employees should be progressed towards Tier 3 or Tier 4 assessments. Once these assessments have been undertaken, the results shall be discussed with the employee and provided they are deemed ‘fit for work’, no additional assessments are necessary until they retake the annual Tier 2. If the occupational health assessment has determined that the employee has health impacts relating to HAVS or Carpal Tunnel then KLG shall take advice from the doctor qualified in occupational health, will communicate with the employee and their manager and will implement suggested management measures to reduce exposure and any additional measures as necessary. The HSEQ Manager shall be responsible for dealing with any notification relevant under RIDDOR 2013.

6.3 Whole Body Vibration Assessment

When a new employee commences employment with KLG and shall be undertaking works with the potential to give rise to impacts from whole body vibration, it shall be necessary to determine a baseline health assessment using the *HSE’s Body Mapping Tool*. Additionally, the *HSE Body Mapping Tool* should be completed on an annual basis by those employees undertaking works with the potential to give rise to impacts from whole body vibration.

If issues are identified using the tool, the employees Manager, with take advice from the HSEQ Manager and shall determine whether additional Occupational Health assessments are required. The HSEQ Manager shall take advice from KLG Occupational Health Consultants (COPE) in these instances.

6.4 Noise Assessments

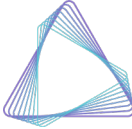
When a new employee commences employment with KLG and shall be undertaking works with the potential to be impacted by noise, it shall be necessary to ensure their hearing is checked to obtain a baseline assessment. Additionally, existing staff who have been identified as undertaking works which have the potential to impact their hearing, shall undertake hearing assessments provided by a competent expert. This shall be arranged by the KLG HSEQ Manager with advice from KLG’s Occupational Health Consultants (COPE). If the hearing assessment has determined that the employee has health impacts relating to industrial noise then KLG shall take advice from a doctor qualified in occupational health, will communicate with the employee and their manager, and will implement suggested management measures to reduce exposure and any additional measures as necessary.

6.5 Return to Work Assessments

When a KLG employee is off work for a period exceeding 7 days, their health shall be assessed on the first day they return to work. The HR Manager shall undertake a Return-to-Work Interview with the employee, following the steps outlines in *HSE-009.4 Return to Work Interview Form*. The employee shall complete Section 1 and the HR Manager and employee shall complete Section 2. Provided there are no significant issues identified that prevent the employee returning to work then they shall return. If the interview identifies issues which shall require their job scope to change, or additional assessments are required then this shall be determined and documented during the interview with the HR Manager.

6.6 Display Screen Equipment (DSE) Assessments

Incorrect use of DSE or poorly designed workstations or work environments can lead to pain in necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain. It is the responsibility of the KLG HSEQ Manager to ensure that employee’s work stations are assessed to ensure that there is no risk to their health. A DSE assessment shall be undertaken and if any changes are made to that employee’s location or significant changes are made to their work station layout they shall be re-assessed.

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7 MONITORING & REVIEW

Assessments monitored for compliance through inspections and audits. All incidents and near misses involving any occupational health hazards are subject to investigation as per QMS100202. This procedure is subject to updates as required

The following records are generated from this process.		
TYPE OF RECORD	ABBREVIATION	WHERE RETAINED
Health Screening Questionnaires	-	Employee File
Incident Investigation Form	-	Company Server
For Control and Retention of Quality Records, see QMS100302		