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Introduction

The objectives of health surveillance are:-

1. Protect the health of individuals by detecting as early as possible diseases or adverse health effects which may be work related, e.g., exposure to hazardous substances, use of vibration tools, effects of machinery on hearing.
2. Assist in evaluating the effectiveness of existing risk assessment management procedures and identify where any further action may be necessary.
3. Obtain, use, keep up to date and retain data and information determining and evaluating risks to health, including on commencement, and following cessation of employment.

Legislative requirements for health surveillance

Regulations that specifically identify health surveillance and the situations where such surveillance is deemed appropriate that are most relevant to the company's areas of work are identified later in this policy.

Health surveillance responsibilities

Directors and Senior Management have the overall responsibility for ensuring that arrangements are in place and that: -

1. Ensure appropriate risk assessments consider health surveillance requirements and those with responsibility for carrying out such risk assessments are aware of the arrangements needed to follow where a need for health surveillance is identified.
2. Identify and inform employees or groups of employees for whom health surveillance is required.
3. Ensure liaison with Health and Safety Director to assist in identifying where health surveillance requirements are necessary or have been identified.
4. Ensure staff identified as requiring health surveillance are given the time to attend the programme that has been organised for them.
5. Ensure adequate and up to date records are maintained.

Director Responsible for Health and Safety

1. The Director will be responsible for checking the competency of the company or individual chosen to provide the health surveillance.
2. Coordinate and assist in organising timely and relevant health surveillance.
3. Identify staff that may be at risk of work-related ill health on the basis of pre-employment health declarations and health surveillance testing.
4. Report to Directors, Managers and subjects of health surveillance outcomes, fitness for work and any recommended restrictions.
5. Maintain health surveillance records in accordance with current legislation and guidelines.
6. Advise relevant personnel regarding record keeping meeting statutory requirements.

Individuals undergoing health surveillance

1. Advise Health and Safety Director of any significant health issues.
2. Report to the Health and Safety Director any significant changes to their health in between health surveillance.
3. Cooperate with health surveillance programmes and other risk reduction measures for the protection of their health.
4. Individuals who are subject of health surveillance are entitled to access the records held in respect of their own health surveillance.

Maintenance and retention of health surveillance records

1. Individuals' health surveillance records will be maintained and retained in accordance with the prescribed periods by the regulations under which the health surveillance has been carried out. These periods are as defined later in this policy.
2. Where no prescribed period is given in respect of health surveillance carried out by specific legislation the records will be retained as defined later in this policy.

Appendix 1 Legislative Requirements for Health Surveillance

Management of Health and Safety at Work Regulations 1999

Regulation 6

What the regulations require

In appropriate circumstances employers are required to ensure employees are provided with health surveillance in relation to risks to health and safety identified by risk assessments carried out in accordance with the regulations.

Application of the regulation's requirements

Risk assessments carried out under the regulations will identify where health surveillance is required by specific health and safety regulations e.g. Control of Substances Hazardous to Health Regulations, Health and Safety (Display screen equipment) Regulations 1992, Control of Noise at Work Regulations 2005, Control of Vibration at Work Regulations 2005

In addition, health surveillance will be appropriate where risk assessments identify the following: -

1. There is an identifiable disease or adverse health effect related to employee's work.
2. There is a reasonable likelihood the disease or health effect may occur under certain conditions of work.
3. The health surveillance is likely to further the protection of the health and safety of employees it covers.

Retention of Health Surveillance records

Any records of health surveillance carried out under the regulations will be retained for at least 40 years after the date of the last entry or offered to HSE if trading ceases.

The Control of Substances Hazardous to Health Regulations

Regulation 11

What the regulations require

In appropriate circumstances for the protection of the health of employees who are or are liable to be exposed to hazardous substances, those employees will be under health surveillance and continued after exposure to a specified substance has ceased whilst in the company employment until a relevant doctor advises otherwise.

Application of the regulation's requirements

In addition to the specific conditions given by the regulations in relation to substances and activities examples of where health surveillance would be appropriate under other criteria would include: -

1. Exposure to substances having recognised adverse health effects on other parts of the body e.g. mutagens, carcinogens, biological agents and microorganisms from where they enter either by inhalation, ingestion, skin absorption or skin puncture.
2. Substances known to be respiratory sensitizers, cause occupational asthma etc.
3. Substances known to be skin sensitizers, cause severe dermatitis.

Retention of Health Surveillance records

Any records of health surveillance carried out under the regulations will be retained for at least 40 years after the date of the last entry or offered to HSE if trading ceases

The Control of Noise at Work Regulations 2005

Regulation 9

What the regulations require

Employers must provide health surveillance for all their employees who are likely to be regularly exposed above the upper exposure action values or are at risk for any reason for example if they already suffer from hearing loss or are particularly sensitive to damage

Application of the regulations

The regulations give both lower and upper action values and these are: -

Lower action values

80dB average daily or weekly exposure

135dB peak single exposure

Upper action values

85dB average daily or weekly exposure

137dB peak single exposure

Retention of Health Surveillance records

Any records of health surveillance carried out under the regulations will be retained for at least 40 years after the date of the last entry or offered to HSE if trading ceases.

The Control of Vibration at Work Regulations 2005

Regulation 7

What the regulations require if; -

The risk assessment indicates there is a risk to the health of any employee who are, or are liable to be, exposed to vibration or employees are exposed to vibration at or above an exposure action value.

Then the employer shall ensure that such employees are under suitable health surveillance.

Application of the regulations

Health surveillance should be provided for vibration exposed employees including activities undertaking hand held tools where;-

1. The vibration exposure is likely to be regularly above the action value of 2.5m/s^2
2. Exposure is likely to be occasionally above the action value and the risk assessment identifies the frequency and the severity of exposure may cause a risk to health.
3. Employees are identified as particularly sensitive to vibration.

Retention of Health Surveillance records

Any records of health surveillance carried out under the regulations will be retained for at least 40 years after the date of the last entry or offered to HSE if trading ceases.

Record of Changes to this Document

Issue No.	Date of Issue	Summary of Changes
1	September 2014	Initial policy produced
2	October 2015	Reviewed and no changes made
3	October 2016	Reviewed and no changes made
4	October 2017	Reviewed and note added in Health and Safety Director section C to include health surveillance testing.
5	November 2018	Formatted, no material changes
5	December 2019	Reviewed no changes
6	December 2020	Reviewed no changes
7	January 2022	Reviewed and no change
8	February 2023	Reviewed and no changes