Making a difference

PABIAC's Strategic Direction Statement 2008-2011

Objective 4: Occupational Health Management

Strategic Objective 4: Occupational Health Management

Objective 4- Occupational health

By 31 March 2011 all employers in the paper industries will be able to demonstrate that they have implemented policies and management systems for assessing and managing the risks to health of employees to which they are exposed **while at work**. Every employer shall have a clear system for delivering occupational health that includes effective arrangements for:

- ensuring that **roles and responsibilities** are clearly defined and supported by effective **communication** and appropriate confidentiality;

- assuring the **competence** of any occupational health professionals: and

- ensuring that competent occupational health services are provided that meet the **needs of the business** and address the **specific** occupational health issues identified by the **risk assessment**.

Benchmarking

To enable PABIAC to monitor industry progress towards achieving this objective, we would like all employers in the industry to complete the benchmarking questionnaire set out below, and return to their trade association:

a)   by 28 February 2010 (to establish the baseline);

b)   by 28 February 2011 (to indicate progress achieved).

The questions are all based around the key elements in HSE publication HSG 65 *'Successful Health and Safety Management'* which include ensuring that you have a clear **Policy** as well as appropriate arrangements for **Planning, Organising, Controlling, Monitoring and Reviewing** occupational health within the company.

PABIAC recommends that the questions are answered as a table top exercise involving a senior manager (s), the health and safety adviser, the trade union representative (e.g. FOC), a supervisor(s) and workforce representatives. This will ensure realistic answers, through consensus, of what is actually happening in the workplace.

This information will not be published on the website but will merely be used as a benchmarking tool to assess the success of the occupational health objective

Additional information on achieving this objective can be found at
www.hse.gov.uk/construction/healthrisks/competencies.htm
www.businesslink.gov.uk/bdotg/action/layer?topicId=1074409647

Occupational Health Benchmarking Tool

Policy	Yes (score 2)	Some (score 1)	None (score 0)
1. The company has a clear, written policy for occupational ill-health, signed, dated and communicated to all employees?			
Note: This policy may be incorporated into the company's health and safety policy, it does not have to be a separate document.			

Organisation - Control	Yes (score 2)	Some (score 1)	None (score 0)
1. The organisation has access to an (internal or external) occupational health service.			

Organisation - Competence	Yes (score 2)	Some (score 1)	None (score 0)
1. The organisation's occupational health service is structured / contracted to address the specific needs and risks identified by the organisation.			
2. The competence of the organisation's occupational health service has been assessed against defined appropriate criteria.			
*For advice see **Appendix 2** - Choosing a competent health & safety professional.*			

Organisation - Cooperation	Yes (score 2)	Some (score 1)	None (score 0)
1. The organisation's risk assessment process is conducted with the involvement of the occupational health service provider.			

Organisation - Communication	Yes (score 2)	Some (score 1)	None (score 0)
1. The organisation encourages reporting of ill-health symptoms by workers.			
2. The organisation specifically asks workers whether they have any symptoms of ill-health at least once a year.			
3. The organisation provides health surveillance and or medical checks for designated safety critical workers *			
* *Note: the organisation needs to identify, through risk assessment, those jobs that are safety critical, these may include: internal and or external drivers, night workers; and workers required to enter confined spaces, work at height on a regular basis, or deal with potentially hazardous items of waste.*			

Planning and Implementing	Yes (score 2)	Some (score 1)	None (score 0)
1. The organisation has identified it's most common and significant occupational health risks *			
* *Note: in addition to the risks identified in questions 5 to 11 below; others that may be relevant include: use of display screen equipment, entry into confined spaces, temperature / thermal issues and use of chemicals*			
2. The organisation has a documented plan and programme for the reduction of occupational ill-health risks.			
3. Targets are set for reducing the incidence of occupational ill-health			
4. The organisation's risk assessment process includes consideration of the current health status and capabilities of individual workers			

Occupational Health Benchmarking Tool

	Planning and Implementing (continued)	Yes (score 2)	Some (score 1)	None (score 0)
5.	The organisation has a documented plan for the assessment of risks from repetitive work / WRULD and a programme for the reduction of these risks.			
6.	The organisation has a documented plan for the assessment of risks from lifting and handling and a programme for the reduction of these risks.			
7.	The organisation has a documented plan for the assessment of risks from hand arm vibration (HAV) and whole body vibration WBV) and a programme for the reduction of these risks.			
8.	The organisation has a documented plan for the assessment of noise levels and a programme for the reduction of risk of noise induced hearing loss.			
9.	The organisation provides audiometric testing on a regular planned basis for all workers exposed to noise levels at the first action level or above.			
10.	The organisation has a documented plan for the assessment of risks from dust / airborne contaminates and a programme for the reduction of these risks.			
11.	The organisation has a documented plan and programme for the reduction of risk from the causes of stress-related illness.			
12.	If any employee is made ill or injured through their work, the organisation is actively involved with developing a back to work plan which includes, through representation and consultation, consideration of adjustments in the workplace.			
13.	The organisation provides a vocational rehabilitation service where an employee who cannot return to their previous work due to their work-related illness or injury to assist them to develop skills necessary to find new work.			

	Measuring Performance	Yes (score 2)	Some (score 1)	None (score 0)
1.	The organisation monitors and reviews the implementation and effectiveness of the measures it takes to reduce the above risks.			
2.	The organisation monitors and manages work related ill-health absence.			
3.	The organisation's absentee levels over the past 12 months have been.	**Absence Rates**		
		< 3.0%	**3 - 4.5%**	**> 4.5%**

	Audit and Review	Yes (score 2)	Some (score 1)	None (score 0)
1.	The organisation has regular audits of the occupational health system and arrangements carried out by competent external auditors or competent internal auditors, who are independent of the department they are auditing.			
2.	The information from performance monitoring and audits is used to review the implementation of the occupational health policy.			
3.	The information from performance measurement is used to identify future improvement targets and to identify particular causes of ill health.			

TOTAL SCORE			