

Occupational Health Policy

partridge **Peartree**

the promotional company

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Introduction

The health and wellbeing of staff is a core value of Partridge Peartree and the provision of occupational health is a key aspect of this.

Occupational health is concerned with the inter-relationship between work and health i.e. how work and the working environment can affect a member of staff's health and how a member of staff's health can affect their ability to do their work.

The principal aim of occupational health is therefore the prevention of ill-health in the workplace through:

- Assisting with the identification and management of health risks
- Supporting staff who are ill to remain at or return to work, as appropriate
- Improving work opportunities for those with disabilities
- Managing work-related aspects of illness
- The promotion of good health to better equip staff to do their work well and also to make informed lifestyle choices

This document describes Partridge Peartree's Occupational Health Policy and the arrangements in place for Occupational Health Service provision.

Policy Statement

Partridge Peartree:

- Is committed to ensuring that the potential for ill-health or injury arising at PPP Ltd. premises is minimised so as far as is reasonably practicable.
- Will ensure the identification of health risks arising from PPP Ltd. activities so as to enable the implementation of the necessary control measures and as necessary appropriate occupational health interventions, e.g. health surveillance.
- Will provide all managers and staff with health education training to ensure they are aware of the nature, causes, effects and appropriate management of ill-health in the workplace.
- Will encourage a culture where managers take an active interest in the health and wellbeing of their staff.
- Will ensure the early identification and management of work-related ill-health.
- Will enable staff to raise, discuss and resolve individual work-related ill-health issues, through the involvement of and consultation with the Occupational Health Service.
- Will ensure that staff who are identified as particularly at risk of ill-health from their work or whose health affects their work, are provided with appropriate advice and support.

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Responsibilities

Managers

Will ensure that the health of their staff is not adversely affected by their work through:-

- Proactively considering the affect of work activities on health, so enabling the introduction of appropriate measures to eliminate/ minimise any adverse impact
- Ensuring risk assessments are undertaken that consider work-related health hazards
- Providing appropriate information, instruction and training to staff with regards health risks
- Ensuring the early intervention and management of work-related ill-health issues
- Implementing the appropriate working arrangements, reasonable adjustments and support for staff who are identified at particular risk.
- Ensuring that staff are aware of the Occupational Health arrangements at PPP Ltd.

Staff

Are responsible for:-

- The care of their own health and wellbeing
- Making informed life choices with regards their health
- Informing their manager of any health condition that might affect or be affected by their work activities, the workplace or other persons
- Co-operating with their managers and others with regards the implementation of

appropriate measures to control health risks in the workplace and elsewhere

Human Resources

Are responsible for:-

- Managing, monitoring and reviewing the Occupational Health Service
- Ensuring that managers and staff are aware of the Occupational Health Service
- Advising and supporting managers and staff with regards occupational health i.e. referral arrangements, ill-health management and rehabilitation
- Monitoring sickness absence trends so as to inform early intervention and management of ill-health conditions that might arise from or may be exacerbated by work

Occupational Health Service

Are responsible for:-

- Ensuring the delivery of an occupational health service that provides PPP Ltd. with advice, guidance, and support relating to work and health
- Providing managers and their staff with advice and support on work-related health matters
- Promoting health and wellbeing so as to protect all staff whilst at work, taking account of the working environment and associated activities
- Encourage staff to live healthier lifestyles in an effort to prevent health problems occurring