

Occupational Health Policy

1.0 Introduction

Occupational Health adopts the principles of the Greggs Health and Safety Policy Statement and will help support Greggs in the delivery of its strategic aims and is concerned with the effects of work on health and health on work. Effective preventative occupational health strategies are particularly important given the diverse range of hazards and working environments associated with our activities.

We are committed to ensuring that the potential for ill health or injury arising from our activities or premises is minimised at source to the lowest level that is reasonably practicable. Occupational health is also necessary to assist individuals with injuries or medical conditions to remain at work or return to work, and for people with disabilities to obtain and retain work. It is our policy to take a proactive approach to workplace well-being by ensuring the mechanisms are in place to prevent work-related occupational health injuries and to promote good health amongst employees.

2.0 Scope

This policy is applicable to all staff and operations within Greggs.

3.0 Definitions

3.1 'Occupational Health' refers to protecting the safety, health and welfare of people engaged in work or employment.

4.0 Objectives

The objective of this policy and any related documents is to ensure we have a robust system in place to:

- 4.1 Provide adequate, competent resources to deliver appropriate Occupational Health Services including appropriately trained and competent Occupational Health Advisors
- 4.2 Implement appropriate Occupational Health surveillance programmes, as required by legal &/or Greggs internal requirements and standards
- 4.3 Assist in preventing ill-health, injury and illness occurring in Greggs workplaces
- 4.4 Promote and maintain the physical, mental and social well being of all employees
- 4.5 Ensure early identification and proactive management of occupational ill health
- 4.6 Provide occupational rehabilitation programmes and implement return to work strategies when required
- 4.7 Develop and maintain appropriate Occupational Health policies/procedures
- 4.8 Ensure occupational health records and documents are maintained, stored securely and archived as required

5.0 Legislation

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (and amendments)
- Control of Substance Hazardous to Health Regulations 2002

6.0 Responsibilities

6.1 People Director

Ref:	CP0300				Title:	Occupational Health Policy					
Issue No:	1	Dated:	13.05.13	Cancels Issue No:	n/a	Dated:	n/a	Page:	1	of	2
ORIGINATED BY:				AUTHORISED BY			JOB TITLE				
Lynne Bell				P W Rhodes			Group SHE Manager				

SHE Management System

6.1.1 The People Director has overall responsibility for Occupational Health and is responsible for ensuring that the requirements pertaining to Occupational Health are effectively implemented and managed

6.2 Group SHE Manager

6.2.1 Provide a system which allows for suitable and sufficient risk assessment of Occupational Health risks e.g. noise, musculoskeletal disorders.

6.3 Occupational Health Advisor

6.3.1 Provide and complete a health surveillance programme in line with legislative requirements

6.3.2 Provide professional advice and support to Greggs, its managers and employees on Occupational Health matters and issues.

6.3.3 Identifying health hazards, assessing and suggesting ways for managing the risks to health

6.3.4 Checking control measures for managing occupational health risks ensuring they remain effective

6.3.5 Advise and assist in the management of employees with either short and/or long term absence including rehabilitation programmes, redeployment and ill health retirement.

6.3.6 Liaise with SHE department as appropriate and required

6.3.7 Ensure appropriate records are maintained

6.5 Managers

6.5.1 Ensure mechanisms are in place for early reporting of injuries, symptoms and ill health

6.5.2 Ensure that their employees are advised of the risks and are provided with appropriate training

6.5.3 Ensure that employees adhere to any advice or guidance given by Occupational Health.

6.5.4 Deal with employees appropriately when they do not adhere to policies in regard to Occupational Health e.g. non-attendance of appointment or refusal of any treatment deemed necessary

6.5.5 Ensure that appropriate work plans and rehabilitation plans for individuals at significant risk are implemented.

7.0 Reference to direct supporting documents (if applicable)

Reference No	Document Title
CP0020	Corporate SHE Policy
CP0030	Hazard & Environmental Aspect Identification, Risk Assessment & Determining Controls Policy
CP0040	Legal & Other Requirements & Evaluation Procedure
SREC 0040-01	Legal Register
CP0070	Communication, Participation & Consultation Policy
	OH Guidelines
	Occupational Health Surveillance Matrix (Supply Site)

8.0 Revision History

Issue No	Date	Status	Reason/Changes

Ref:	CP0300				Title:	Occupational Health Policy					
Issue No:	1	Dated:	13.05.13	Cancels Issue No:	n/a	Dated:	n/a	Page:	2	of	2
ORIGINATED BY:	Lynne Bell			AUTHORISED BY	P W Rhodes			JOB TITLE	Group SHE Manager		