

	RHINO ENGINEERING GROUP LIMITED INTEGRATED MANAGEMENT SYSTEM OCCUPATIONAL HEALTH POLICY	Doc Ref. RS 012
		Issue: 3
		Page 1 of 4
		Date – 18.11.2022

This policy is applicable to Rhino Engineering Group Limited (REGL) and all subsidiary companies including Rhino Systems Limited (RSL), Rhino Site Systems Limited (RSSL) and Rhino HySafe.

REGL is committed to ensuring that the potential for ill health or injury arising from activities or premises is minimised at source to the lowest level that is reasonably practicable and to providing an environment that promotes and supports a positive state of mental health and wellbeing. The policy of REGL will be to strive to maintain the highest possible standard of occupational health and wellbeing for all employees and temporary workers and to ensure those who are experiencing mental health issues are supported through various measures.

REGL recognises the importance of integrating the continuous improvement of health and wellbeing into the organisational activities and will aim to ensure early identification and management of occupational ill health ranking this equal with other operational considerations.

- REGL will provide competent specialist occupational health advice and services. REGL has a service level agreement and has made provision for comprehensive occupational health services with the SEQOHS accredited **Cordell Health / Workare Ltd.**
- The purpose of this policy and supporting procedures is to describe the framework and responsibilities for the management of occupational health at REGL.

Aims

The aims of this policy are to:

- Promote and assist good physical and mental health and wellbeing in the workplace
- To increase the awareness of our workforce regarding issues associated with mental health and wellbeing
- To provide support to those experiencing a mental health problem while in employment and upon return from any associated absence
- Ensure the effective management of occupational health and wellbeing

Purpose

The purpose of this policy is to provide:

- Line Managers with information on their responsibilities in regard to the management of occupational health and wellbeing, and the services available to them in support of this.
- Staff and agency workers with information of occupational health procedures, protocols and services available to them.

Scope

This policy applies to all line managers, employees and agency workers.

Policy Responsibilities

In line with the Health & Safety at Work Act, and associated legislation, and other Health & Safety Policies and procedures, line management will, in conjunction with the SHEQ Manager and the Occupational Health Service (Cordell Health / Workare Ltd), take all reasonable steps to provide a working environment which is safe and healthy. They will strive to continuously improve REGL's

	RHINO ENGINEERING GROUP LIMITED INTEGRATED MANAGEMENT SYSTEM OCCUPATIONAL HEALTH POLICY	Doc Ref. RS 012
		Issue: 3
		Page 2 of 4
		Date – 18.11.2022

management systems in order to protect employees, agency workers and visitors from risks to their health, safety and welfare whilst engaged in work-related activities of REGL.

The Occupational Health and Safety section will at all times work closely with Human Resources in trying to continuously improve the health and well-being of all staff and agency workers at REGL.

The Occupational Health and Safety section will advise and recommend action to be taken in order to help line management and individual employees discharge their statutory duties with regard to occupational health. In particular, but not exclusively, assistance will be available in respect of:

- The Health and Safety at Work Act 1974
- First Aid at Work Health and Safety (First Aid) Regulations 1981 and Revised Approved Code of Practice 1997
- The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013
- Workplace Regulations 1992
- Management of Health and Safety Regulations 1992
- Display Screen Equipment Regulations 1992
- Personal Protection Equipment Regulations 1992
- Manual Handling Regulations 1992
- Work Equipment Regulations 1992
- New and Expectant Mothers at Work, Health and Safety Executive Guidance 1995
- Equality Act 2010
- Special Educational Needs and Disability Act 2001
- Control of Substances Hazardous to Health (Amendment) Regulations 1998
- Control of Carcinogens Substance Approved Code of Practice.
- Noise at Work Regulations
- Mental Health Guidelines
- HSE Fatigue Management Guidelines
- Access to medical and health records

The Occupational Health and Safety section offers advice on all matters relating to the effect of work on health and wellbeing.

Disability Discrimination

Under the Equality Act 2010 it is a discrimination to treat disabled people less favourably than other people because of something connected with their disability. This type of discrimination is unlawful where the employer knows, or could reasonably be expected to know, that the person has a disability.

Where a manager knows or suspects that a staff member may be disabled within the meaning of the Act, advice can be sought from the Occupational Health and Safety section via the Human Resources Service.

The Occupational Health and Safety section will at all times do all that is reasonably practicable to comply with all aspects of the Equality Act 2010, and will treat all information about the medical history of an individual in the strictest confidence.

General Data Protection Regulation 2016 / Data Protection Act 2018

In implementing this policy, REGL will ensure that any personal data relating to an individual's medical history or sickness absence is:

	RHINO ENGINEERING GROUP LIMITED INTEGRATED MANAGEMENT SYSTEM OCCUPATIONAL HEALTH POLICY	Doc Ref. RS 012
		Issue: 3
		Page 3 of 4
		Date – 18.11.2022

- Compliant along with GDPR 2016 / Data Protection Act 2018
- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate
- handled according to people's data protection rights
- kept safe and secure

Organisation

The Occupational Health and Safety section will work closely with all interested parties including Human Resources, Line Managers, Occupational Health Services, and Health & Safety Consultancy

REGL will routinely monitor the health and wellbeing of employees and undertake periodic medical assessments of personnel in combination with Occupational Health Services. Priority for assessment shall be based on employees exposure risk. In an addition REGL may promote educational activities to highlight health and wellbeing, in the workplace or the home, to all personnel, e.g. by poster campaigns or toolbox talks.

Staff and agency workers have personal responsibilities for their own health and wellbeing and for taking advantage of the occupational health support provided by REGL.

REGL has a responsibility for ensuring the health, safety, wellbeing and educational progress of all agency workers.

Fatigue Management

To minimise risks associated with fatigue, the company shall usually work standard daytime hours, i.e. follow a work schedule involving an activity during the day, commonly for a period of eight hours between 7.00 am and 7.00 pm and consisting of two periods of work, one in the morning, the other in the afternoon, separated by a lunch-time break.

During busy periods, or to meet site installation deadlines or limitations, shift work or overtime may be utilised. When this is necessary the following guidelines may be followed:

- | | |
|--------------|---|
| Night Shifts | <ul style="list-style-type: none"> • A maximum of 4 consecutive night shifts shall be worked • Two days off shall be allowed following night shifts |
| Early Starts | <ul style="list-style-type: none"> • Move early shift starts before 6am forward (e.g. 6am not 5am start) • Limit the number of consecutive early starts to 4 • Reduce early start shift length to counteract risk of fatigue |
| Shift Length | <ul style="list-style-type: none"> • Maximum consecutive working time to be limited to 12 hours per day • Limit weekly working to a maximum of 50 hours per week |
| Rest Periods | <ul style="list-style-type: none"> • Allow a minimum of 12 hours between shifts • Plan weekends off at least every 3 weeks |
| Rotation | <ul style="list-style-type: none"> • Rotate shifts at least on a weekly basis • Use forward rotation (morning/afternoon/night) for preference |

Mental Health

The company recognises that awareness of mental health issues can be a difficult subject to approach. To improve in this area, the company will

- communicate with all employees to raise awareness of issues
- implement good practice measures such as
 - offer flexible working where practicable
 - remedy workplace factors contributing to poor mental health
 - encourage a culture of supporting people and promoting open talking
 - ensure management & supervisors are aware of obligations to promote a good working environment
 - provide support for people experiencing mental health issues; informing and encouraging them to obtain 3rd party support
 - offer continued employment to people who have been absent with mental health issues and preparing return to work plans with adaptations where practicable

Support Services:

Samaritans	Tel 116 123 (Free)	Emotional support
Shout Crisis Text Line	Text 'Shout' to 85258	Personal crisis, suicidal thoughts, abuse, self-harm, bullying, relationship challenges
Rethink Mental Illness	Tel: 0300 5000 927	Therapy, medication, money issues, legal issues & rights
Mind Infoline	Tel: 0300 123 3393	Types of mental health problems, access to help, drugs & treatments, advocacy
Mind Legal Advice	Tel: 0300 466 6463	Mental health & capacity, community care, human rights
CALM (Campaign Against Living Miserably)	Tel: 0800 58 58 58	Any issues



Stuart Lawrence
Group Managing Director