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HEALTH AND SAFETY

Occupational Health Standard

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Learning Legacy Document

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1 Purpose

This standard defines the occupational health requirements that will be implemented as a minimum by Crossrail Limited and the supply chain working in the Central Section of the Crossrail Programme. The implementation of this standard forms part of the delivery of Crossrail's Target Zero philosophy to ensure that all individuals go home unharmed every day.

The Standard is also intended for use as reference by Industry Partners, Utility Providers and Stakeholders in helping to set benchmarks for occupational health.

By requiring Principal Contractors to engage an occupational health service provider, Crossrail Limited to prevent ill health and promote wellbeing for everyone involved in the construction of the Central Section of Crossrail.

Our aspiration is to embed the concept of 'fit for life, fit for work and fit for tomorrow' through this occupational health standard.

This procedure forms part of the Crossrail Health and Safety Management System and should be read in accordance with the Health and Safety Manual. (Ref. 1)

2 Scope

This standard applies to Crossrail Limited (including all associated Partners) and the supply chain involved in the delivery of the Central Section of the Crossrail Programme.

3 Terms and Definitions

Term Used	Definition
Additional Occupational Health Services	In addition to 'Reactive' and 'Preventive' occupational health support, the following additional services are to be provided by each engaged provider: <ul style="list-style-type: none"> • Provision of advice and guidance on occupational health issues facing Crossrail and the associated learning across the Programme; • Contributing to the development and continuous improvement of the occupational health strategy through involvement with the Crossrail Occupational Health Forum; • Providing advice to the contractors supply chain to assist in compliance with Crossrail occupational health standards; • Ensuring suitable record keeping; and • Compiling periodic reports detailing activity, outcomes, trends and achievements.
CBH	Constructing Better Health
Competence	In addition to the fulfilment of the necessary legal requirements of employment of clinical staff, occupational health staff must possess the competence requirements detailed in the CBH Fitness for Task Standards and be approved by Crossrail.
CSCS	Construction Skills Certification Scheme
FFW	Fitness for Work

For Cause Testing	'For cause' testing is undertaken where there is suspicion that a worker is under the influence of drugs and/or alcohol or when a worker has been involved in an accident or incident where drugs and/or alcohol may have been a contributing factor.
OHSP	Occupational Health Service Provider
Preventative Occupational Health Services	<p>These services include:</p> <ul style="list-style-type: none"> • Providing health questionnaire based assessment for those non-safety critical construction workers and office based workers, identified by risk assessment, as requiring this in line with CBH Standards. Unless the individual can demonstrate they have a current assessment recorded in the CBH database; • Providing construction Safety Critical Worker fitness for task assessments in accordance with the CBH Standards to all construction safety critical workers unless the individuals can demonstrate they have a current assessment recorded in the CBH database; • Providing railway Safety Critical Worker health assessments in accordance with the London Underground and Network Rail standards where appropriate for all railway safety critical workers unless they can demonstrate they have a current assessment recorded in the CBH or Sentinel database; • Providing specific health assessments for those referred following evaluation of questionnaires and maintaining a record of these assessments in accordance with industry Standards; • Providing specific health surveillance for those requiring such surveillance under Regulations (defined by risk assessment); • Providing occupational hygiene services to support and assess ill health prevention management; • Providing the opportunity for health checks for operatives, including general health, personal guidance, health promotion, etc. and to include relevant factors for safety critical workers • Providing lifestyle checks, including general health, personal guidance, health promotion, etc.; • Contributing to the effectiveness of attendance management, rehabilitation and return-to-work programmes • Supporting for ill health incidence investigation where necessary; and • Providing health promotion programmes applicable to construction operatives' workplace and lifestyle.
Reactive Occupational Health Services	<p>These services include:</p> <ul style="list-style-type: none"> • Providing first aid and emergency response services to be operated from site based facilities appropriate to each work location • Providing a treatment service for those likely to have difficulty accessing medical care locally and • Drug and alcohol testing.
Safety Critical Workers	Safety critical workers are those whose occupations are such that their work activity poses a significant potential safety risk to themselves and/or others. See LU Standard S1-548 Safety Critical Work for a list of rail related safety critical roles and see the health assessment matrix within the CBH Fitness for Task Standards for a list of safety critical construction roles.
SEQOHS	Safe, Effective, Quality Occupational Health Service

4 Responsibilities

4.1 Design Organisations and Designers

Any organisation with responsibility and authority in design must ensure that:

- Design teams have access to approved occupational health advice so that occupational health considerations are included within design risk registers and procurement specifications.
- The occupational health risks to construction, maintenance and operations staff are controlled in accordance with the hierarchy of risk control.

4.2 Crossrail Limited and Principal Contractors

Crossrail Limited and Principal Contractors are responsible for ensuring that:

- An occupational health service provider (OHSP) is available to workers (including subcontractors and agency personnel) in accordance with the requirements of this standard and section 19.4 of the Works Information document.
- Any occupational health service provision must include reactive and preventive services.
- All Occupational Health Service Providers are appropriately SEQOHS (Safe, Effective, Quality Occupational Health Service) accredited.

4.3 Contractors

Contractors must:

- identify via risk assessment all occupational health risks associated with their works. They should be able to show how these are managed in accordance with the hierarchy of risk control and monitored in order to prevent occupational ill health occurring in the short, medium and long term.
- Develop suitable management arrangements to control the risks associated with fatigue. This should be done in accordance with Health and Safety Executive Research Report RR446 (**Ref. 2**) and Crossrail's Fatigue Policy (**Ref. 3**). The aim should be to keep both the Risk Index and the Fatigue Index within reasonable limits and to utilise the HSE Fatigue Risk Index calculator to identify where the most serious risks of fatigue and / or risk lie, and to address these by making appropriate changes.
- Contractors must identify via risk assessment the employees and agency staff that require health surveillance and/or fitness for work (FFW) assessments and ensure that it is provided.

4.4 Occupational Health Service Providers

Occupational health service providers are responsible for:

- Supporting Crossrail Limited, Principal Contractors, Contractors and Designers in the delivery of the requirements contained within this standard; and
- Retaining the appropriate records, with an appropriate level of access, for the legally required time.

The occupational health service providers are required to give a regular agreed summary to the employing organisation stating:

- Occupational hygiene services supplied in support of risk assessment; and
- Statistical information relating to Health surveillance and Fitness For Work outcomes.

4.5 Occupational Health Forum

The occupational health forum will be comprised of senior Crossrail Limited and industry partner representatives and will be chaired by the Crossrail Occupational Health & Wellbeing Specialist. In addition representatives from occupational health service providers will be invited to attend the forum. The members of the forum will be responsible for overseeing the performance and delivery of all OHSPs.

In addition the chair of the forum will:

- Provide policy and professional Occupational Health advice.
- Input to the ongoing supplier performance evaluation process and
- Evaluate the suitability and competence of prospective OH providers.

4.6 Health and Safety Assurance Team

The Health and Safety Assurance Team will be responsible for providing assurance to Crossrail Limited that OHSPs and contractors are performing their duties in accordance with the requirements of this standard and the Works Information.

5 Occupational Health Standard

5.1 Overview

Crossrail Limited believe an effective occupational health standard across the Crossrail Programme is essential in the delivery of the overall business objectives, as good health will have a positive effect on employee performance and the delivery of the Programme.

An effective occupational health service is one that goes beyond providing a clinical and emergency response service. It extends to proactively:

- Ensuring that workplaces are designed in order to prevent worker's health from being affected by working conditions;
- Eliminating preventable ill health;
- Protecting workers in their employment from risks associated with health;
- Reducing absence due to work-related illness;
- Rehabilitating workers after periods of ill health and injury; and
- Continually promoting and maintaining staff well-being.

Crossrail Limited and Principal Contractors shall ensure that Line Managers and supervisors are given sufficient instruction and training to allow them to identify risks to employee health, with assistance from their health and safety team or professional occupational health advisor, where necessary.

All employees must be made aware of:

- Significant risks to their health and safety in their workplace;
- The risk controls that are in place;
- The facilities that are available from occupational health advisors; and
- The need to report occupational health issues to their line managers.

Crossrail Limited recognises three key areas in occupational health:

- A focus on the workplace, to ensure that work is designed in order to reduce the impact of work on health;
- A focus on the worker, to reduce the impact of health on work; and
- A focus on employee well-being.

OHSPs shall provide advice and guidance to Principal Contractors, Designers and Contractors in achieving compliance with this standard as well as:

- Providing advice on occupational health issues as they arise;
- Development of strategies to reduce exposure to health risks and organisational health profile;
- Potential emergency situations;
- Providing guidance on monitoring performance; and
- Promotion of health and fitness.

Crossrail Limited and Principal Contractors shall ensure that:

- Occupational health risk assessments are completed by a suitably competent person;
- All personnel actively participate in the programme for FFW and Health Surveillance and are made aware of rehabilitation, treatment services and health promotion, as well as other assistance and information that is available;
- Only approved OHSPs who have attained the standard of practice 'Safe Effective Quality Occupational Health Service, (SEQOHS) which has been accredited by the Faculty of Occupational Medicine, are used on the Crossrail programme;
- An OHSP is engaged to provide proactive and reactive services;
- All members of the supply chain should be registered with Constructing Better Health (CBH) and CBH standards are implemented; and
- Construction staff are registered with CBH and hold either a CBH card or a Smart CSCS card.
- Rail staff sponsored by Crossrail hold a Sentinel card.

5.2 Reducing the Impact of Work on Health

Eliminating and reducing exposure to health risks is a requirement of all organisations working on the Crossrail Programme; in particular Crossrail Limited and Principal Contractors must ensure that:

- Design teams have suitable and professional advice available, to enable them to conduct adequate/suitable and sufficient assessment of health risks;
- Design teams are briefed/trained on the Crossrail guidance document Healthy by Design;
- Design teams have systems and controls in place to ensure that occupational health risks are identified, eliminated where possible and/or mitigated where necessary so as not to import additional risk into the project through materials, equipment or work processes;
- Design teams have occupational hygiene advice available to enable suitable and sufficient assessment of health risks;
- Design teams share issues across the Crossrail project at the designers forum;
- Physiotherapy services are available to be involved in ergonomic / design issues as appropriate;
- Line managers and supervisors are provided with time and resources to implement guidance given by the occupational health service providers;
- Line managers are encouraged to work with Occupational Health Service Providers when carrying out risk assessments and considering process modifications to ensure that the potential health impacts are considered;
- Time and resources are made available to line managers, from Occupational Health Providers, to facilitate the reduction of the impact of work on health;
- Line managers involve Occupational Health Providers in the review of accidents, incidents and exposure control; and
- Processes are in place to audit and review occupational health arrangements.

5.3 Reducing the Impact of Health on Work

Organisations must recognise that individuals may arrive at work with pre-existing health conditions and put in place processes to control the impact of work activities on these existing health conditions. Processes to be introduced include periodic assessments of fitness for work and health surveillance (see the following sections).

5.3.1 Assessing Fitness for Work

As a component of the induction process, construction workers and office staff where appropriate shall be assessed using the health assessment matrix contained in the CBH Fitness for Task Standard and be classified as safety critical or non-safety critical. These individuals must then be subjected to a health assessment in accordance with the appropriate Fitness for Task Standard as detailed below.

In addition to the above, any individuals undertaking railway related safety critical work listed in LUL Standard 1-548: *Safety Critical Work (Ref. 4)*, shall be subject to a health assessment in accordance with the LUL standard S1-601: *Management Arrangements to Ensure Medical Fitness (Ref. 5)*.

In addition to the above, any individual undertaking railway related competence specific work listed in the Network Rail Standard NR/L2/OHS/00124 (**Ref. 6**) should ensure that they meet the specific medical fitness requirements.

These assessments must be repeated at the intervals set out in the respective CBH, LU and Network Rail standards.

5.3.2 Health Surveillance

All organisations working on Crossrail shall have a process that identifies those workers who require health assessments.

The period and nature of the assessment will be defined by the occupational health service provider, and appropriate CBH, Network Rail and London Underground standards. The assessment shall also take into account the nature of and risks associated with the work that is being carried out and any individual circumstances.

To support organisations in delivering health surveillance, the occupational health providers shall:

- Develop and operate health surveillance programmes;
- Advise when health surveillance is required having reviewed the risk assessments, occupational hygiene data and industry standards;
- Complete health surveillance within an appropriate timescale;
- Inform organisations and individuals, within an acceptable timescale, of the outcome of all health surveillance;
- Retain all clinical records for the statutory period and ensure all data protection requirements are met;
- Records details of assessments in the CBH database;
- Provide statistical information and trend analysis of the results of health surveillance to an agreed programme; and
- Advise the employer and employees on all matters relating to occupational health and bring to their attention any matters where additional mitigating measures are required within design, procurement or construction.

5.4 Employee Wellbeing

Crossrail Limited and Principal Contractors shall have processes in place to promote health and wellbeing. The occupational health service provider will use these activities to raising awareness of work-related and lifestyle and general health issues.

5.4.1 Campaigns and Education

Crossrail Limited and Principal Contractors shall ensure that their occupational health providers utilise campaigns and targeted health education to reduce the risk of occupational disease, to raise awareness of health trends and the benefits of a healthy lifestyle. As a minimum this shall include:

- Monthly health and well being programmes which will run throughout Crossrail, based on topics agreed at the Crossrail OH forum aiming to involve 25% of the construction workforce.
- Periodic construction site based campaigns which tackle site specific health issues based on risk assessment, health surveillance, fitness for work and accident data. These campaigns should as a minimum involve 100% of the workforce.

5.4.2 Lifestyle Screening

Crossrail Limited and Principal Contractors shall ensure that lifestyle screening is available to all construction personnel working on the project to enable early detection and intervention of health issues, such as cardiovascular risk factors, with the aim of offering appointments to all personnel every two years.

5.5 Drugs and Alcohol

Crossrail Limited, Crossrail Central and Principal Contractors shall ensure that induction, random, post-incident or 'for cause' drugs and alcohol testing is undertaken in accordance with Network Rail Standard NR/L2/OHS/00120: *Pre-employment, Pre-appointment and Periodic Testing for Drugs and Alcohol (Ref. 7)* and the Crossrail Limited Drugs and Alcohol Policy (**Ref. 8**)

5.6 Construction Personnel Treatment and Referrals

The Principal Contractors shall ensure that their OHSP provides a full initial treatment service including:

- Treatment room(s) and equipment positioned at appropriate locations taking into account risk assessments, hazards, work patterns, number of workers and access to local treatment services;
- Sufficient availability of treatment staff, if needed, taking into account detailed risk assessment and proximity of local off site treatment services;
- Treatment staff trained in line with UK best practice, including training in relation to site-specific risk assessments updated on the basis of accident data review;
- Treatment staff responsible for providing basic medical care, advice on health issues, management of return to work and staged rehabilitation of long term absentees and referral to physiotherapy services;
- Treatment staff responsible for liaison with offsite treatment services as appropriate to the location;
- Physiotherapy services available to treat musculoskeletal problems arising at work or outside work, but impacting on work;
- Physiotherapy services to liaise with other clinical professionals to ensure effective case management; and
- Psychological and counselling support service.

5.7 Construction Site Emergency Response

Principal Contractors, in conjunction with the OHSP, shall ensure that their emergency response provision includes;

- Treatment room(s) and equipment positioned at appropriate locations taking into account risk assessments, hazards, work patterns, number of workers and access to local treatment services;
- Sufficient first aid cover, taking into account a detailed first aid risk assessment;
- First aiders trained in relation to site specific situations / hazards and updated, (where necessary) on the basis of accident data review;
- First aiders being involved in training with on site emergency medical staff and off site emergency services e.g. London Ambulance Service, helicopter emergency medical services and hazard area response teams;
- Appropriately trained emergency medical staff cover, taking into account a detailed risk assessment, speed of access to local off-site emergency services and able to manage site specific issues;
- Staff responsible for ensuring appropriate facilities, equipment, staff and first aid cover available;
- Emergency medical staff responsible for liaison with offsite emergency services as appropriate to site;
- Regular liaison and planning with appropriate local off-site emergency services e.g. London Ambulance Service, helicopter emergency services and the hazard area response team.

5.8 Key Performance Indicators

Crossrail Limited and Principal Contractors shall ensure that data on the health related Key Performance Indicators are inputted into the RIVO Safeguard system on a periodic basis.

6 Reference Documents

Ref:	Document Title	Document Number:
1.	Health and Safety Manual	CR-XRL-Z7-GMN-CR001-00001
2.	Fatigue Risk Index Research Report RR446	Available at: http://www.hse.gov.uk/research/rrhtm/rr446.htm (Correct at time of last review).
3.	Crossrail Fatigue Policy	CRL1-XRL-Z7-PCY-CR001-50001
4.	LUL Standard 1-548 (S1548): <i>Safety Critical Work</i>	Available through Crossrail's access to the Information Handling Service (IHS): <i>Standards Expert</i> website: http://connect.crossrail.co.uk/sites/CrossrailConnect/Programme/Documents/crossrail.htm
5.	LUL Standard 1-601 (S1601): <i>Management Arrangements to Assure Medical Fitness</i>	
6.	NR/L2/OHS/00124: <i>Competence Specific Medical Fitness Requirements</i>	
7.	NR/L2/OHS/00120: <i>Pre-Employment, Pre-Appointment & Periodic Testing for Drugs and Alcohol</i>	
8.	Drugs and Alcohol Policy	CR-XRL-Z2-PCY-CR001_Z-50002

7 Standard Forms / Templates

Ref:	Document Title	Document Number:
A.		
B.		

8 Further Information

Further guidance and publications relating to occupational health standards within the construction industry are available at the CBH website <http://www.cbhscheme.com/Publications> (Correct at time of last review).