



HEALTH AND SAFETY

Readiness Checklist for Occupational Health Maturity Matrix

Contract name:		
Site location:		
Scope addressed by this check list: [] Complete contract scope [] Part of scope described below		
Contractor:		
Principal Contractor:		
Revision:	Date:	Reason for Revision:

Prepared by: Site Health & Safety Adviser/Manager	Name and signature:	Date:
Readiness Checked by: Crossrail OH Specialist	Name and signature:	Date:
Readiness Accepted by: Project Manager	Name and signature:	Date:

Please see Crossrail Occupational Health & Wellbeing Maturity Matrix 2015-2017

Item No.	Item	Activity	Responsibility	Status (Yes / No / N-A)	Comment / Reference to Evidence	Verified by:
A.	Health company					
1.	Leadership and management	Committed to established <ul style="list-style-type: none"> Health needs assessment – collecting data from a defined population, analysing, interpreting and communicating data and information. Occupational health strategy in place with clear long term objectives for the company. Communication from senior management on health strategy and company commitment to zero harm. Leadership Forum in place with regular reporting on OH&W Annual health improvement plan in place Occupational health & Wellbeing Lead in place Senior Manager responsible for occupational health and wellbeing Resources in place to delivery strategy – people, facilities and budget 	Contractor/ Project Manager			

1. Leadership and management		<ul style="list-style-type: none"> Managing health services – business case, health needs assessment, health plan delivery, SEQOHS standards, information governance, people, facilities and equipment, relationships with purchasers, relationship with workers – scope of services Quality assurance programme – benchmarking, audit, good practice standards, OH and Wellbeing part of Sustainability/Company Report Senior leadership team tours include health risks management, fitness for work and wellbeing Legal and ACOP register and best practice list in place <p>Advanced</p> <ul style="list-style-type: none"> Epidemiology and research – practising with evidence, sources of EBP, statistics, quantitative data, types of studies, evaluating research, undertaking research in the work environment. Change management - creating context for change, developing vision, managing change process, building capacity, involving people, providing support, creating sustainability. Benchmarking practice with leading organisation. Leading industry health groups 				
2. Health management system		<p>Committed to established</p> <ul style="list-style-type: none"> Occupational health and wellbeing standard/policy in place for all processes listed below and communicated Standard operating procedures in place and communicated Review of management systems conducted in line with company management system requirements <p>Advanced</p> <ul style="list-style-type: none"> Research in best practice to inform content of Standards and Procedures 	Contractor			
3. Health performance monitoring		<p>Committed to established</p> <ul style="list-style-type: none"> Standard operating procedures in place and communicated Health performance indicators in place – leading and lagging with regular reporting to SLT Health data captured, analysed and used to inform improvement plan Annual occupational health and wellbeing plan in place and tracked Incident investigations include health indicators, root causes and human factors Key performance indicators in place for health service contracts Occupational illness monitoring and management (occupational asthma, noise induced hearing loss, whole body and hand-arm vibration, occupational dermatitis, workplace stressors etc.) <p>Advanced</p> <ul style="list-style-type: none"> Key performance measures for company include occupational health and wellbeing 	Contractor /Project Manager			

4.	Health auditing	<p>Committed to established</p> <ul style="list-style-type: none"> Occupational health part of audit schedule Quality management programme in place ie SEQOHS, ISO9001 or in-house Arrangements in place for audit of occupational health service provider – clinical and non clinical Audit reports provided and action plan implemented Audit procedures and checklists in place Confidentiality and record keeping in line with legal requirements/best practice <p>Advanced</p> <ul style="list-style-type: none"> Lead OH Advisor on industry/professional quality committee or involved in consultations 	Contractor / Project Manager			
5.	Health competence	<p>Committed to established</p> <ul style="list-style-type: none"> Occupational health responsible staff have the knowledge, skills and experience required for role ie NEBOSH, SCPHN, MFOM, MFOH Professional registration requirements in place ie NMC/GMC/HPCP Clinical competence ie technical training in health assessments, D&A testing, Sentinel, CBH, HAVS Line manager training and awareness of occupational health management <p>Advanced</p> <ul style="list-style-type: none"> Integrated occupational health and safety function 	Contractor			
B.	Fitness for work					
6.	Health assessments	<p>Committed to established</p> <ul style="list-style-type: none"> Industry specific health assessment standards in place Health assessment matrix based on standards Questionnaires based on good practice ie PPMQ, NWQ Management of health records – systems and confidentiality Outcome measures collected and reported to inform health improvement plan <p>Advanced</p> <ul style="list-style-type: none"> Promotion of worker health improvement and management of capability 				
7.	Drug and alcohol testing	<p>Committed to established</p> <ul style="list-style-type: none"> Policy and procedures in place for testing and reporting Legally defensible process ie consent, laboratory, training, consequences Communication of mandatory requirements Drug panel in line with good practice Early referral process, support and monitoring Report on results to inform review of Policy and procedures <p>Advanced</p> <ul style="list-style-type: none"> Benchmarking to ensure good practice (ISO and EU standards). Drug reference group links 				

8.	Attendance management	<p>Committed to established</p> <ul style="list-style-type: none"> Standard and procedure in place for in-house service Absence management and fitness for work, including biopsychosocial model of case management, vocational rehabilitation, report writing, workplace adjustments Communicated to line managers <p>Advanced</p> <ul style="list-style-type: none"> Proactive case management informing wellbeing programme Supply chain arrangements in place through 'Fit for Work' service or OH service contract 				
C. Health risk management						
9.	Health hazard identification	<p>Committed to established</p> <ul style="list-style-type: none"> Health hazard identified - ergonomic, physical, chemical, biological, psychosocial Change management programme includes health hazard identification HSE fatigue assessments completed for staff working shifts / long hours /nights/ on call. <p>Advanced</p> <ul style="list-style-type: none"> Full supply chain engagement and industry wide collaboration 				
10.	Health risk management	<p>Committed to established</p> <ul style="list-style-type: none"> Standard and procedure in place Use of qualitative and quantitative measures to determine risk Health risk assessments in place with key risks identified Collective protective measures considered before PPE ie elimination, substitution, engineering and administrative controls. Implement programme of mitigations, monitoring and acting on findings for key risks <p>Advanced</p> <ul style="list-style-type: none"> Full supply chain engagement and continuous improvement on health risk management 				
11.	Health monitoring	<p>Committed to established</p> <ul style="list-style-type: none"> Health data reporting and management of results ie sickness, health surveillance, health assessment, incidents, key risk monitoring Occupational hygiene monitoring programme in place, as determined by health risk assessment process Legionella monitoring programme in place Food safety monitoring programme in place ie HACCP, Food Standards in Construction sites <p>Advanced</p> <ul style="list-style-type: none"> Commissioning or supporting research on key health risks 				

12.	Health surveillance	<p>Committed to established</p> <ul style="list-style-type: none"> Health surveillance clinical standards and procedures in place Health surveillance programme established and based on health risk assessments, legal requirements and industry standards Appropriate follow up in place and informing health surveillance programme Trend analysis and report of occupational illness and near misses – inform risk management programme <p>Advanced</p> <ul style="list-style-type: none"> Trends used to inform risk assessment and industry risk reduction 				
13.	First aid and emergency response	<p>Committed to established</p> <ul style="list-style-type: none"> First aid risk assessment completed Resources in place ie facilities, trained staff and procedures Monitoring of procedures, gap plan and closure Annual exercise to test arrangements Treatment service available where indicated <p>Advanced</p> <ul style="list-style-type: none"> Regular testing on procedures with casualty simulation 				
D.	Wellbeing					
14.	Mental health	<p>Committed to established</p> <ul style="list-style-type: none"> Assessing common mental health conditions – impact on capability Mental health programme in place – addressing stigma, skills development and intervention at all levels ie mental health training and mental health first aiders <p>Advanced</p> <ul style="list-style-type: none"> Strategic and co-ordinated approach, assessing opportunities and managing risk Collaborating with professional organisations on improvement programmes 				
15.	Wellbeing	<p>Committed to established</p> <ul style="list-style-type: none"> Health promotion – models, behaviour change theory and health needs analysis in place Annual wellbeing programme in place ie public health, health risks and lifestyle management Targeted campaigns on key health risks – toolbox talks, tools, skills training, observations and feedback Wellbeing discussed at health and safety forums Workshops, training, events with outcomes data captured <p>Advanced</p> <ul style="list-style-type: none"> Strategic commitment to wellbeing programme, sharing good practice and informing improvement plan. External recognition. Wellbeing champions established. 				