



## Occupational Health, Safety and Wellbeing Policy

APEM understands its responsibility, both legally and morally, to ensure the wellbeing of anyone who may be affected by the possibility of ill health arising from a work activity.

Prior to starting at APEM, all new employees will be requested to complete a health and medical questionnaire which ensures APEM has the appropriate provisions in place to support personnel from the beginning of their employment. A full medical will be required for specific positions within the company as appropriate.

Occupational hazards that have the potential to harm employees, or anyone connected with the business, will be identified in the task risk assessments which are contained in the relevant section of the Health and Safety Management System. These assessments identify all occupational health issues that require controlling. If APEM's risk assessments deem it necessary, we will initiate monitoring procedures for the health of any employee or prospective employee who is, or may be, exposed to health risks whilst carrying out work activities. This may mean that existing employees will be referred for health screening, in the event that they have come into contact with something that is likely to cause long term harm and may affect their ability to safely continue with normal duties.

APEM will operate a range of precautions and controls to mitigate against occupational health risks. The risks are identified in the Master Risk Register.

- During induction, APEM will provide all staff with mandatory health and safety training. This training includes manual handling, control of substances hazardous to human health (COSHH), First Aid, Display Screen Equipment (DSE), Fire Safety, Electrical Safety, Driving Safely and use of personal protective equipment (PPE). By providing training, the risk of harm to employees is reduced because employees have the skills to recognise, reduce and mitigate against new or existing hazards.
- APEM recognises that driving is one of the biggest occupational health hazards and therefore, APEM will deliver driver training and provide all staff who drive with a Driver Handbook and a 'Golden Rules of Driving' pocket card.
- APEM is committed to the welfare of all staff and recognises that workplace stress is also one of the biggest risks to health in the workplace. APEM seeks to support its staff with any type of mental ill health and makes adjustments as necessary. Therefore, APEM will provide support by offering stress awareness training, having internal Mental Health First Aiders trained to provide a first response, and an independent free-phone service available 24/7 via an Employee Assistance Programme.
- APEM field staff will occasionally be required to work extended hours due to the requirements/restrictions of a project e.g. tides, weather etc. To ensure that staff members are sufficiently rested, APEM will operate a Time off In Lieu (TOIL) protocol and maximum working hours policy.
- Field staff will be trained to recognise signs of occupational diseases (i.e. leptospirosis infection and Lyme disease) and will be asked to carry pocket cards to refer to and present to a medical professional should they believe they have been exposed.
- APEM will have a purpose-built ventilation system in the laboratories to reduce exposure to hazardous substances to all staff. To monitor the effectiveness of the ventilation system and to ensure that is serving a purpose, APEM will require staff periodically to use passive-dosi tubes when they are carrying out their work.
- As a number of staff use display screen equipment (DSE), there is a potential risk to health during extended use. All staff will be asked to complete a DSE questionnaire and undertake a DSE training module during induction. A DSE assessment will be carried out if employees relocate to a new desk location or a change is made to their existing workstation. Every employee will be asked to complete a DSE assessment at least once every 2 years.

APEM's Occupational Health, Safety and Wellbeing policy statement is supported by the following APEM policies: H&S policy, Security policy, Biosecurity policy and Working Time policy. Adherence to this policy will

be monitored by nominated staff members who are responsible for APEM's induction processes and health and safety management systems.

**Signed**



**Adrian Williams (Managing Director)**

**Reviewed: 24/06/2020**

Revision	Date	Approved by	Comments
1	18/07/2019	Adrian Williams	New Policy. Next Review: July 2020
2	24/06/2020	Adrian Williams	Next Review: June 2020