

FITNESS FOR WORK POLICY STATEMENT



Purpose

The purpose of this policy is to protect the health, safety and welfare of Company personnel (including agency workers) and persons who may be affected by the business operations of the Company. SCCS is committed to providing a safe and healthy working environment.

This commitment includes managing fitness to work and any associated risks associated with use of alcohol and drugs, worker fatigue, psychological and physical factors.

Scope

This policy applies to all Company employees (including agency personnel) and any person acting as a representative of SCCS. As part of Company accreditations it is a TFL requirement to keep a Fit to Work Policy.

Applicable Legislation & Standards

- Health & Safety at Work Act 1974
- Workplace Health, Safety and Welfare Regulations 1992
- The Management of Health & Safety at Work Regulations 1999
- Wherever it becomes applicable: Railways and Other Guided Transport Systems (Safety) Regulations 2006 (ROGS)
- Client & infrastructure working practice requirements

Aims & Commitments General

Our commitments include maintaining policies and systems that provide for the management of fitness for work issues. In summary:

- To provide a supportive environment for employees affected by ill health
- To ensure that sick absence is managed responsibly, consistently, and fairly, giving employees confidence in the business's approach
- To encourage and develop a positive culture towards attendance at work
- To define the responsibilities of all employees in relation to the application of its policies

All practicable measures will be taken to ensure personnel are fit to work.

No person shall remain at work whilst in a fatigued state or suffering with a physical and/or psychological factor that would amount to a risk to the health, safety, and welfare of SCCS personnel or others who might be reasonably be affected by their acts of omissions.

SCCS personnel will be encouraged to take ownership of their fitness and wellbeing (including reporting and discussing health concerns with their line manager and/or HR as appropriate).

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Reference:	013.1.2023.CD
Revision No:	1
Date of 1 st Issue:	20/04/2023
Current issue date:	20/04/2023

Aims & Commitments Specific

1. Wherever rail safety critical work is carried out an objective assessor will assess the worker as being fit to carry out intended works
2. Wherever appropriate maintain a record of the worker's competence and fitness (including any participation in health surveillance and/or associated with their potential health condition)
3. Put in place a suitable and sufficient system to monitor competence & fitness of safety critical workers as may be required
4. The Company will review and re-assess safety critical workers competence or fitness if they have reason to doubt it or if anticipated or ongoing works should change significantly.

Implementation

The Company has implemented a number of policies and procedures and other documentation at both local and group level to achieve the aims and commitments set out in this policy statement. This include:

- SCCS Contracts of employment
- Hexagon Group Wellbeing and Attendance Policy
- SCCS Welfare Policy
- SCCS Drugs & Alcohol Policy
- SCCS Worksafe Policy
- SCCS Whistleblowing Policy
- SCCS Working Hours Policy
- SCCS Fatigue Management Policy

In addition to policies the Company carries out suitable risk assessment, drug testing and medical assessment as appropriate and required to meet all obligations (legal and client infrastructure).

The Company completes monthly one to one sessions conducted by line managers during which time personnel are encouraged to discuss and address any concerns including mental and physical health.

The Company has rolled out a health programme for qualifying personnel.

Records

Records will be kept in accordance with the remit of the Company GDPR policy and retention requirements set out in the schedules to the Company Quality Manual.

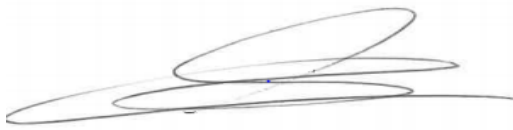
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Monitoring and Review

The Company will monitor, and review requirements as set out within its associated policies set out above. This policy statement will be reviewed annually (or as otherwise required) and endorsed by management.

Signed:



Print name: Kevin Smith

Position: Managing Director

Date: 20th April 2023

Revision 1

Next review: 20th April 2024