



## Health Surveillance Line Manager Guide 20/21

Health surveillance is legally required system of ongoing health checks aimed to identify as early as possible the adverse impact of workplace hazards on an employee's health. These health checks are required by law for employees who are exposed to certain hazards associated with the work activity that they undertake (e.g. noise, vibration, solvents, fumes, dusts, and night work etc.).

### What you need to know

- The way Network Rail carries out these health checks has changed.
- **The Health surveillance programme has been broadened to include several additional health checks not done before:** Hand-Arm Vibration Syndrome (HAVS), Noise, Respiratory (to include exposure to Respiratory Sensitizers and Respiratory Crystalline Silica), Skin and Night working.
- Employees have been identified for the Health Surveillance check programme primarily through the vibrating tool competencies they hold on connect.
- Even if an employee no longer uses their vibrating tool competencies, they might still be exposed to the other workplace hazards (e.g. noise, respiratory, skin and nightwork) and should still be scheduled a telephone consultation to complete the most relevant health checks.
- *Employees now no longer require an automatic HAVS Tier 3 face to face appointment every 3 years. Instead they will have an annual Tier 2 and only be escalated to a Tier 3 if they report symptoms.*
- Network Rails programme, under normal circumstances, runs from April – March. This year you are required to have all staff for your area booked into their appointments by 31<sup>st</sup> December 2020. This does not mean that their appointments must have taken place, simply that they are booked into one.
- No paper questionnaires will be accepted this year.

### What you need to do:

- A single point of contact (SPOC) for your location will contact you with dates and times available for your employee.
- You need to check rosters and availability and confirm back to the SPOC and ensure your employee is available for the phone call and is booked on before the 31<sup>st</sup> December 2020.
- You will support your employee in supplying a suitable telephone number to receive the call from Optima on. This may be an office phone or communal mobile. During the Covid-19 pandemic shared telephones will need to be wiped down before and after each telephone call. Your own contact telephone number will also need to be added to the booking for escalation purposes.
- Once the booking has been made with your SPOC, you will need to share this information with your employee ensuring they are aware that the phone call from Optima will appear as a private or withheld number.
- On the day of the telephone appointment the employee will require somewhere private to take the call from Optima. The appointment will be booked for 1 hour however it may not take this long.
- If the employee does not answer the call, a further two attempts will be made. If the call is still not answered Optima will leave a voicemail. Employees may return the call within 10 minutes by dialling 0330 008 5972. Then the technician will call them back immediately.
- In the event of the employee not answering you may be contacted by Optima.