

Occupational Health Policy

1. Policy Statement

This policy seeks to outline the circumstances and relevant procedures undertaken by Alliance Disposables Ltd (“the Company”) in relation to Occupational Health referrals.

The Company strives to ensure that all matters regarding Occupational Health meet the standards set out in BS OHSAS 18001:2007 Occupational Health and Safety Management System.

2. Making Occupational Health Referrals

The Company acknowledges that in any instance where a health concern is reported it is necessary to obtain consent for a referral from the relevant employee prior to taking any further action. Such consent should always be provided in written form.

Managers may request Occupational Health referrals under a number of different circumstances including long term sickness, persistent short term sickness, disability or underperformance due to ill health. It is the responsibility of managers to ensure that they obtain informed written consent before submitting a referral request in accordance with the Access to Medical Records Act 1988. All employees have the right to refuse to provide consent for a referral. Alliance does not tolerate any form of intimidation or coercion and any such behaviour should be reported in line with the Company’s Whistleblowing Policy.

Alliance understands the importance of discussing with employees the purpose of any Occupational Health referral so that all parties are able to feel confident and comfortable throughout. Employees should understand that the purpose of the referral is to gain a better understanding of medical concerns so that the Company is able to make informed decisions regarding potential reasonable adjustments to better accommodate the employee’s needs.

Occupational Health will make an appropriate appointment either by telephone or close to the employee’s home in line with accessibility concerns.

3. Responding to Occupational Health Reports

Alliance has a system in place to ensure that all responses to Occupational Health referrals are handled with efficiency and respect. Alliance acknowledges that information related to illness and medical conditions can be sensitive. The Company commits to respecting each employee’s right to privacy accordingly.

Upon the return of an Occupational Health report from a doctor or expert, employees will be invited to a meeting to discuss the relevant content of the

report and the affect it may have upon their duties in the work place. An employee is entitled to see the content of the report before it is sent to the Company. The Company will work with employees to ensure that reasonable adjustments are made where practical and possible.

The Company commits to handling the report and any consequential adjustments in a manner which focuses upon what duties the colleague can carry out with adjustment rather than the limit effects of any medical concern. This should include reasonable adaptation of facilities or redeployment of duties prior to any considerations of termination of employment. Alliance recognises that health concerns can have a significant impact upon an employee's life, both at home and at work, and as such is committed to providing additional support and guidance to help with the management of such concerns.

The Company will maintain a detailed record throughout the process of discussions and agreements entered in relation to Occupational Health matters.

4. Confidentiality

Alliance understands that all information acquired by the Company which relates to an employee's health is confidential and should be treated accordingly. While the Company respects each employee's right to privacy, in order to meet the commitments set out in the Disability Discrimination Act 1995 and Health and Safety at Work Act 1975 medical information is sometimes required in order to make informed decisions to ensure each employee's safety and wellbeing.

The Company commits to processing and storing any such information in accordance with the Data Protection Act 1988.

This policy has been approved & authorised by:



Name: Paul Bonson
Position: Director
Date: 1.1.23