

# Occupational health, safety and wellbeing policy

Policy | WRK-POL-003

|                                  |                                                                                                                             |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Document type                    | Policy                                                                                                                      |
| Title                            | Occupational health, safety and wellbeing policy                                                                            |
| Document ID                      | {{facility.code}}-WRK-POL-003                                                                                               |
| Version and status               | 1.0   Draft, for ASF Expert Committee approval                                                                              |
| Prepared by                      | {{roles.quality_lead.name}}, Quality lead                                                                                   |
| Reviewed by                      | {{roles.clinical_director.name}}, Clinical director      Date: _____                                                        |
| Approver and signature           | {{roles.clinical_director.name}}, Clinical director<br>Signature: _____      Date: _____                                    |
| Effective date                   | {{document.effective_date}}                                                                                                 |
| Next review                      | {{document.review_date}} (12 months, or sooner after any incident or change)                                                |
| Replaces                         | None (new document)                                                                                                         |
| Standards and criteria supported | Standard 2E, criterion 2E.3                                                                                                 |
| Evidence basis                   | E-006, E-009                                                                                                                |
| Status of this document          | Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria. |

## At a glance: what to do

1. The organisation protects the health and safety of its staff while they work.
2. Required vaccinations are checked at appointment and kept up to date.
3. Exposures to blood or body fluids are reported and followed up the same day.
4. Personal protective equipment is provided, fitted and replaced.

Stop and get help straight away if: a staff member has been exposed to a blood-borne risk and no follow-up has started.

## 1. Purpose

To protect the health, safety and wellbeing of every workforce member in the course of their duties [EC].

## 2. Scope

|                   |                                                                     |
|-------------------|---------------------------------------------------------------------|
| Applies to        | All workforce members, locums, volunteers and students on placement |
| Locations         | All premises and outreach work of {{facility.legal_name}}           |
| When              | Always, including on outreach and in the community                  |
| Does not apply to | Personal health care outside work                                   |

## 3. Definitions and abbreviations

| Term                       | Meaning in this SOP                                                           |
|----------------------------|-------------------------------------------------------------------------------|
| <b>Exposure</b>            | Contact with blood, body fluid or a sharp object that may carry an infection  |
| <b>Occupational health</b> | The health service that looks after staff health at work                      |
| <b>PPE</b>                 | Personal protective equipment such as gloves, gowns, masks and eye protection |

## 4. Background and rationale

Health workers face physical, infectious and psychological risks. Criterion 2E.3 asks for protection in practice, with records, not only a written statement.

## 5. Responsibilities

| Role                     | Duties in this SOP                                               | Competence needed   |
|--------------------------|------------------------------------------------------------------|---------------------|
| Chief executive          | Accountable for staff health and safety                          | Executive           |
| Occupational health lead | Runs vaccination, exposure follow-up and fitness-for-work checks | Occupational health |
| Line managers            | Make sure PPE is available and used                              | Management          |
| All staff                | Report exposures and hazards at once                             | Own role            |

## 6. Equipment, materials and resources

| Item                                     | Specification or standard            | Check before use   |
|------------------------------------------|--------------------------------------|--------------------|
| PPE stock                                | As set in the PPE list for each area | Checked weekly     |
| Vaccination record for each staff member | Current                              | Reviewed each year |

## 7. Safety and infection prevention

- No staff member works in a clinical area without the vaccinations required for that area, unless exempted by occupational health in writing.

## 8. Before you start

- Confirm the vaccination schedule and the PPE list for each service are current.

## 9. Procedure

Follow the steps in order. Where a step says "If", take the action for the case that applies. Do not skip a step. If a step cannot be done, use section 11 and section 12.

| Step | Action                       | How to do it                                                                                                                                                                                 | Key point                                                                 |
|------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| 1    | Check status at appointment. | <ul style="list-style-type: none"> <li>Check vaccination status before the first shift.</li> <li>Record any missing vaccination and the plan to complete it.</li> </ul>                      | No one starts clinical work without a recorded status.                    |
| 2    | Respond to an exposure.      | <ul style="list-style-type: none"> <li>Follow WRK-SOP-002 at once: first aid, reporting and post-exposure care.</li> <li>Record the exposure on the incident system the same day.</li> </ul> | The first hour matters.                                                   |
| 3    | Support the staff member.    | <ul style="list-style-type: none"> <li>Occupational health reviews the exposure and arranges follow-up tests.</li> <li>Staff are told the result and what happens next.</li> </ul>           | A staff member is never left without follow-up.                           |
| 4    | Review the cause.            | <ul style="list-style-type: none"> <li>Review each exposure at the monthly safety meeting.</li> <li>Change practice or equipment where the cause is found.</li> </ul>                        | Each exposure should lead to a change or a recorded reason for no change. |

### Decision points

- If a staff member is not fit for a task, occupational health decides on a temporary change of duties, with a review date.

## 10. Special situations

| Situation            | What to do                                                                                    |
|----------------------|-----------------------------------------------------------------------------------------------|
| Outbreak or epidemic | Occupational health issues updated PPE and vaccination guidance to all staff within 24 hours. |

## 11. Problems and escalation

- Any exposure with a missed follow-up, or any staff member without a required vaccination, is reported to the chief executive.

## 12. Monitoring and compliance

| What is checked                           | Target       | How often | Who                      | If the target is missed     |
|-------------------------------------------|--------------|-----------|--------------------------|-----------------------------|
| Staff with required vaccinations recorded | 100%         | Yearly    | Occupational health lead | Escalate to chief executive |
| Exposures followed up within 24 hours     | 100%         | Monthly   | Occupational health lead | Escalate to chief executive |
| PPE checks completed                      | At least 70% | Monthly   | Line managers            | Restock and review          |

## 13. Records

| Record                                               | Where it is kept         | Kept for                 |
|------------------------------------------------------|--------------------------|--------------------------|
| WRK-FRM-002 or the incident system: exposure records | Occupational health file | Employment plus 40 years |
| Vaccination records                                  | Occupational health file | Employment plus 40 years |

## 14. Training and competence

- All staff are trained in PPE use and exposure reporting at induction, and refreshed every year.

## 15. Related documents

| ID          | Title                                          | Relationship              |
|-------------|------------------------------------------------|---------------------------|
| WRK-SOP-002 | Occupational exposure and needlestick response | Steps for an exposure     |
| WRK-SOP-003 | Staff vaccination and immunisation             | Vaccination schedule      |
| WRK-SOP-004 | Support after distressing events               | Wellbeing after incidents |

## 16. Evidence

| ID    | Source and status                                     |
|-------|-------------------------------------------------------|
| E-001 | WHO Guidelines on Hand Hygiene in Health Care (2009). |
| E-006 | ASF Policy Framework v1.2. Adapted.                   |
| E-009 | ASF Expert Committee consensus.                       |

EC = ASF Expert Committee consensus. Items marked EC are reviewed by the Committee each year.

## 17. Change history

| Version | Date                        | What changed  | Approver and signature            |
|---------|-----------------------------|---------------|-----------------------------------|
| 1.0     | {{document.effective_date}} | First version | Pending Expert Committee approval |