

Job role health risk matrix

	Category 1 'on the tools'	Category 2 - Safety Critical Workers	Category 3 'on site/visits'
ADMINISTRATORS/MANAGEMENT			
ASBESTOS WORKERS			
BRICK LAYERS			
CARPENTERS / JOINERS / SHOP FITTERS			
CONSTRUCTION SITE OPERATIVE - GENERAL			
CONSTRUCTION SITE OPERATIVE - SPECIALIST (risk assessment)			
DEMOLITION OPERATIVE			
ELECTRICIANS - FITTERS / ENGINEERS			
FORM WORKER			
GLAZIER / GLASS FITTER /WINDOW FABRICATORS <i>N/A</i>			
LGV DRIVER			
PAINTERS / DECORATORS			
PILING OPERATIVE			
PIPE FITTER			
PLANT OPERATOR - GENERAL			
PLANT OPERATOR - CRANE DRIVER			
PLANT OPERATORS - MOBILE MACHINE DRIVERS			
PLASTERERS/DRY LINERS			
PSV DRIVERS (DVLA Group 2 licence holders)			
PLUMBERS / GAS / HEATING / VENTILATION ENGINEERS			
RAIL TRACKSIDE			
ROAD CONSTRUCTION -ASPHALTER/ PAVER			
ROADSIDE (HIGH SPEED)			
ROOFERS - SLATERS / THATCHERS / TILER			
SCAFFOLDERS/RIGGERS			
SUPERVISORS			
SITE MANAGER			
STEEL ERECTORS STRUCTURAL/ FABRICATOR			
STEEPLEJACK			
STONEMASONS			
TUNNEL WORKERS - (CONFINED SPACE/BApparatus)			
YOUNG WORKERS 16-17yrs olds			
WELDER			
NIGHT WORKER	Dependant on exposure		Dependant on role

EHS 022 – G02 Guidance regarding definition and health assessment requirement of safety critical workers (category 2)

- 1. Purpose:** This guidance has been developed to provide the business with the framework from which our HR and health and safety policies can be referenced.

Safety critical workers will be known as '**category 2**' workers within Skanska according to the health risk matrix (see appendix 1).

2. Definition:

There is no generic definition of safety critical work within the literature that can be applied to all industries, although specific tasks or duties have been cited. In relation to the construction industry, the Health and Safety Executive (HSE) has stated that some safety critical jobs involve activities that can place safety-critical workers at risk, unless the worker has full, unimpaired control of their physical and mental capabilities. The HSE guidance advises that safety critical jobs should be defined by analysing duties or tasks that are inherent to the job .

For the purpose of this guidance and associate polices that make reference to category 2 workers, Skanska has defined a safety critical worker as; *"someone engaging in an activity where sudden incapacity would constitute a very real danger to themselves or others."* This may mean that the Skanska standard is higher than other industries or those in the same sector. We use the DVLA class 2 medical standards as our source reference as the intent of these standards is about screening out medical conditions that could render individuals suddenly incapacitated.

3. Scope

All employees, Skanska or supply chain contractors undertaking 'Safety Critical' activities/roles on Skanska sites will be required to undertake a 'fit for work' health assessment in accordance with the following guidance and relevant industry body recognised medical standards. Supply chain contractors need to be able to demonstrate they have complied with industry standard for health assessment for particular role and/or how this requirement has been met.

4. Requirement to determine fitness for role

Occupational Health has 2 areas of focus (i) the effects of **work on health** (health surveillance and monitoring) and (ii) the effect of **health on work** – this is of particular note with regard to safety critical workers. The primary role of the health assessment of these workers is to ensure that there is no underlying health condition that puts them or others at risk due to the nature of their activities.

In particular, the health assessment will focus on identifying health conditions that may involve:

- sudden loss of consciousness (e.g. epilepsy, some heart conditions,)
- impaired awareness or concentration;
- sudden incapacity;
- impaired balance or coordination;
- restricted mobility;
- impaired vision or hearing
- emotional/psychological instability

5. Roles Skanska consider as 'safety critical' (category 2) for Skanska employees and supply chain contractors

- Plant operators (including MEWP operators), vehicle marshalls and piling rig attendants
- Crane supervision, crane co-ordinator, crane operator, slinger and signaller
- Plant operators
- Demolition workers (work at height or in restricted locations)
- Those undertaking tasks where collective preventative measures to control a risk are not practicable; eg: scaffolders, steel/cladding erectors, persons erecting and dismantling cranes.
- LGV and HGV drivers
- Workers on high speed roads and road constructors
- Workers in confined spaces, such as tunnellers
- Workers using SCBA or compressed air
- Low Voltage (LV) and High voltage (HV) Appointed persons
- Mechanical Appointed persons
- Rail Trackside
- Commercial divers

6. Frequency of category 2 health assessment:

- i. At pre-placement, new hire and if moving into a category 2 role, then 3 yearly thereafter.

Components of health assessment¹:

Test panel
General health questionnaire, to identify underlying health conditions
Vision testing – including visual acuity, depth perception/peripheral and colour vision (where a requirement of the role)
Blood pressure

Outcome of health assessment will be given as a statement of individual fitness in terms of:

- Meets safety critical worker (SCW) fitness criteria;
- Meets SCW fitness criteria, with restrictions/recommendations;
- Temporarily does not meet the SCW fitness criteria, this may mean OH need to obtain further information from the employees GP or occupational physician; or
- Does not meet SCW fitness criteria, but may be fit to other activities/role.*

** What is meant by this statement is that safety critical duties may only constitute part of an employee's role, and so reasonable adjustments should be considered in such circumstances*

ii. Ongoing fitness

Employee's fitness for work will probably change over time. Therefore, employee's designated as category 2 workers may need to be re-assessed and referred to the occupational health team/provider between the 3 yearly frequencies where there is any concern regarding fitness for safety critical work.

But specifically when:

- They are returning from long term absence, that is > 4 weeks. Or:
- Any absence where there are mobility, vision or hearing impairment; or new conditions which have been identified by the GP eg. raised blood pressure, diabetes

¹ Based on DVLA Medical at a glance 2014, and Strategic Forum for Plant Safety Group (SFPSG) 2013

- Where new medication has been prescribed and the employee reports any of the following side effects: drowsiness, fatigue, loss of co-ordination or balance which have not resolved within 7 days.

If any of the side effects are present, the employee should not work in a safety critical role or activities until these have subsided.

The **'I'M SAFE'** approach (Appendix 2) provides managers with a quick reference tool to help identify any concerns they may have with an employee or contractors fitness to undertake safety critical activities.

It is the **employees' responsibility** to let their manager know if there is a change in their health status/medication that could affect their capability/safety to undertake their usual activities

7. Equality (Disability) Act 2010

If health conditions are properly controlled a worker should be able to do many construction jobs safely.

The Equality (Disability) Act 2010 protects workers who have a disability. However, the law allows an employer to prevent a person doing a specific task if the discrimination is for reasons that relate to compliance with health and safety legislation, e.g. it would be justifiable to transfer a Roof worker to other duties if he/she could no longer see well enough, even with glasses.

8. Arrangements for health assessments

Pre-placement – new hire

Line managers need to indicate in the recruitment form (RAF) that the new hire is a category 2 worker. They will include this in the offer letter and indicate the need for health assessment. You should be aware that a start date will not be provided until hrDirect have received notification from OH that the new hire meets the SCW criteria.

Pre-placement - New role

Line managers need to indicate to their HRBP that the employee will be moving into a category 2 role to ensure that the need for health assessment

Periodic assessment

Appendix 1

Skanska category Profile	Descriptor
Category 1 'On the Tools' -	A person who is likely to be regularly exposed to risk from health hazards after control measures have been applied
Category 2 Safety Critical	Where the ill health of an individual may compromise their ability to undertake a task defined as safety critical, thereby posing a significant risk to the health and safety of others.
Category 3 On Site but not 'on the tools'	A person who visits sites/projects on a frequent basis not undertaking the work but exposed to the health hazard. However, will still require PPE even though less exposure
Category 4 Office based	A person who is based from/in an office for their substantive role and/or has no exposure to health hazards

Appendix 2: 'I'M SAFE' a line managers checklist for evaluating 'fitness' for SCW work

	Prompts and what to look for	Action
I llness/infection	Does the employee look unwell, sweating, vomiting etc?	Send home, <u>do not allow to operate in a safety critical role.</u>
M edication	New medication that impairs their balance, co-ordination, or alertness? OR , signs and symptoms of use of illegal drugs or legal highs?	<u>Do not allow to operate in a safety critical role</u> until satisfied safe to work. Complete Medication Advice form in D&A procedure document Consider, if D&A testing is appropriate.
S tress	Does the employee seem stressed? Withdrawn, irritable, saying they feel stressed?	<u>Do not allow to operate in a safety critical role</u> , signpost to EAP/HR
A lcohol	Do you think they are under the influence of alcohol?	<u>Do not allow to operate in a safety critical role</u> Undertake a D&A testing.
F atigue	Do they appear tired, yawning, falling asleep on breaks etc.	<u>Do not allow to operate in a safety critical role</u> Discuss, offer coffee and re-assess.
E motional	Tearful, angry, shouting – not their usual demeanour or just unacceptable and have concerns	<u>Do not allow to operate in a safety critical role</u> Discuss, signpost to EAP and consider referral to OH for fitness to work assessment if continues