Health Protection Standards

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*Definitions:
Some words and phrases have special meaning, and these are highlighted. The definitions appear at the end of the document
Foreword

Welcome to Wood’s Health Protection Standards

These global standards define the minimum expectations that the business must follow so that everyone under Wood’s responsibility goes home unharmed everyday.

Having effective Health Protection Standards that can be applied across Wood are essential to support our core values of care and commitment.

They additionally provide guidance on meeting the occupational health elements of the HSSE&S Management System Blue Book.

As minimum Standards, it is important that each business line has arrangements in place to identify any other relevant local and national regulations that must also be enacted to support the health and wellbeing of the individuals under Wood’s responsibility.

The Health Protection Standards focus on 3 core areas:

1. Reducing the impact of work on health by appropriately managing occupational health hazards in the workplace.
2. Understanding the worker to reduce the impact work may have on any declared underlying health conditions, and
3. Encouraging and supporting general wellbeing to help develop a healthy company.

Compliance with the Standards will be checked and monitored as part of the operational assurance programme at Business Unit level.

Dr Joan Patterson
Vice President Health Protection
The role of the Health Protection Standards

The business lines within Wood must assign the necessary accountabilities, responsibilities, and authorities to enable the requirements of the standards to be met.

The Standards are additionally intended to act as a reference to Wood’s third-party organisations and contractors to help set benchmarks for occupational health and support these organisations in preventing ill health and promoting wellbeing amongst their employees.

The standards have been developed following a comprehensive review of occupational health related performance including:

- Incident investigations
- Insurance related claims
- Long term occupational illness, and
- Health related best practice and regulatory requirements.

There are 14 Health Protection Standards which support the 3 core areas:

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The role of the Health Protection Standards

Reducing the risk to health from work site hazards:
The Wood Health Protection Standards focus on eliminating and reducing workplace exposures to health hazards so that any risk to health is ideally prevented or reduced as far as possible. The Standards focus on the leading categories of ill health for the Wood organisation.

The Standards provide guidance on the activities and controls required to make sure that occupational health hazards are:
• Identified
• Eliminated where possible, or
• Mitigated where necessary to prevent the development of occupationally related illnesses or diseases.

Reducing the impact of health on work:
Wood recognises that individuals may arrive at work with pre-existing health conditions or require support to return to work after illness or injury. The Standards direct the necessary activities and processes required to support these individuals within the workplace and enable them to contribute to their full extent.

Supporting wellbeing:
A healthy workforce is essential to the success of Wood. The Wood Wellbeing Standard directs the practices necessary to ensure the physical and mental wellbeing of Wood employees. It additionally supports the commitment, of Wood to achieve healthy and productive working lives.

Make sure health risks are identified, eliminated, or mitigated to prevent occupational related illness or disease
Key element

Noise at Work Standard

Project sites and manufacturing operations can be very noisy. Exposure to noise in these situations may be at a level high enough to either temporarily or permanently impact on hearing ability.

Failure to manage such hazardous noise can lead to noise induced hearing loss. This can occur either gradually due to repeated exposure to hazardous noise over time or it can result suddenly from very loud impact or explosive sound such as heavy hammering.

Exposure to hazardous noise can also result in tinnitus or ringing in the ears. This can also become permanent. When severe, this can disrupt sleep, reduce concentration, and affect mood.
Noise at Work Standard

To prevent the development of noise induced damage, measures must be implemented to make sure that noise associated risks are identified and appropriately managed.

To ensure compliance to the Wood Noise at Work Standard:

The risk from noise at work must be assessed at all stages of the work process including at operating locations and appropriate controls selected to minimise the noise hazard following the hierarchy of controls:

Eliminate > Substitute > Engineering controls (including isolation) > Administrative controls > PPE

Design

- Design processes must aim to minimise the foreseeable risk of noise, and
- Eliminate or minimise potential noise hazards through the appropriate design of plant and equipment.

Organisation and planning

- The work planning process must include hazard identification, risk assessment, and selection of appropriate control measures
- The risk assessment must consider:
  - The source(s) of hazardous noise
  - Locations on site of hazardous noise
  - Activities to be undertaken, and
  - Occupations at risk from hazardous levels of noise.
- The assessment must be supported by appropriate noise monitoring as required by local or national legislation
- Equipment used to perform noise measurements must be calibrated. If working on client sites, outcomes of client noise assessments must be obtained
- Control measures selected must be discussed and documented in the risk assessment and implemented effectively. The selection of control measures must consider:
  - The nature of the work to be undertaken
  - The work environment and the conditions, including adjacent work activities
  - The duration and frequency of use of equipment
  - The hierarchy of control measures, and
  - The manufacturer’s instruction on the correct use of the equipment.

Prevention and mitigation

- The noise hazard(s) and measures taken to reduce the risk from noise exposure must be communicated to the workforce
- Local or national jurisdictional occupational noise exposure standards and guidelines must be identified and considered as part of the risk management process
- If no exposure limit is in place, a limit of ≥85dB (A) must be used to assess noise exposures.
- If ear defenders or plugs are required, it must be clear where and when they are to be worn and they must be used in accordance with the manufacturer’s instructions
  - The ear defender/plug must be used where identified on the risk assessment and/or in accordance with safety signs
  - The ear defender/plug must be used in accordance with the manufacturer’s instructions.
- Training must be provided to make sure that hearing protection is used/worn correctly. Training must also include instruction on how to store the equipment, any required cleaning and when to change it.

Inspection, maintenance, and storage

- Any defective or suspect equipment must be immediately removed
- Business lines must provide suitable storage for personal protection equipment. It must be kept clean, dry, and sheltered away from chemicals, moisture and abrasives and direct sunlight.

Health surveillance

- A pre-placement hearing assessment and ongoing hearing surveillance/hearing conservation programme must be implemented where legally required where noise hazard control relies on personal protective equipment
- If no legislation is in place, an appropriate standard for surveillance/conservation implementation must be used for exposures ≥85dB (A)
- An investigation must be conducted and reported in the incident management tool where medical surveillance suggests that there has been a negative impact on employee health because of work-related noise exposure
- Management controls must be reviewed as part of the investigation and addressed, as necessary.

References:

- Managing Occupational Noise HSE-PRO-110227
- Health Risk Assessment Procedure HSE-PRO-110228
**Key element**

**Vibration at Work Standard**

Vibration is defined as a rapid oscillating movement. In the workplace this type of mechanical movement can occur in machinery, equipment or in vehicles because of their function.

Occupational exposure to high levels of vibration is a potential hazard for people who use portable hand tools as well as to those who drive heavy on-site vehicles or operate plant/equipment. Prolonged exposure to high levels of vibration can result in long term damage to the blood vessels and nerves in the hands and fingers as well as cause damage to the spine due to shocks and jolts from driving certain vehicles.
Vibration at Work Standard

To prevent the development of such vibration related damage, measures must be implemented to make sure that risks from hazardous vibration are identified and appropriately managed. Reference should also be made to the Wood Workplace Monitoring Standard, as necessary.

To ensure compliance with the Wood Vibration Standard:

The vibration risks must be assessed at all stages of the work process including at operating locations and appropriate controls selected to minimise their effects following the hierarchy of controls:

Eliminate > Substitute > Engineering controls including isolation > Administrative controls > PPE

Design

- Design processes must aim to minimise the foreseeable vibration risks
- Eliminate or minimise potential vibration hazards through the appropriate design of plant and equipment including isolation.

Organisation and planning

- The work planning process must include vibration hazard identification, an adequate risk assessment and selection of appropriate control measures to minimise or eliminate the hazard
- The task risk assessment which must be completed before the task is undertaken shall clearly identify:
  - The source(s) of hazardous vibration(s) including adjacent equipment
  - Activities and tasks to be undertaken, and
  - Occupations at risk from high levels of occupationally related vibration.
- Control measures selected must be documented in the task risk assessment and implemented effectively. Control measures selected must minimise or eliminate the vibration hazard by:
  - Avoiding the use of vibrating hand-held equipment as far as possible by identifying alternate ways of undertaking the task
  - Substituting equipment for low vibration tools and technique(s)
  - Using engineering controls to reduce vibration, including dampening controls, grip reducing measures and isolation
  - Reducing exposure times by job rotation by allocating sufficient employees to undertake the task
  - Providing gloves to keep hands warm and dry
  - Engineering seat design to minimise whole body vibration.

- Local or national jurisdictional occupational vibration standards and guidelines must be identified and considered as part of the risk management process
- If none are in existence, then the requirements of this Standard must be implemented as a minimum.

Prevention and mitigation

- Training and awareness on vibration hazard(s), the health effects associated with them, and measures taken to reduce their subsequent risk must be communicated to the workforce
- If prolonged periods of vibration associated activities are identified by the task risk assessment, then adequate rest periods and job rotation must be built into the work schedule
- Training must be provided to make sure that the tools, equipment, and techniques required to manage the vibration related activity are used competently and performed correctly.

Inspection, maintenance, and storage

- All portable hand tools must be subject to regular maintenance checks and used in accordance with manufacturer’s guidance
- A record of inspection and maintenance activities must always be maintained and accessible
- Heavy vehicle seating must be regularly maintained, and individuals assessed to ensure seating is appropriate to reduce whole body vibration; manufacturer recommendations for safe weight limits must be considered
- Seat padding must be kept in good condition and if torn, damaged or missing, equipment must not be used until corrected.

Health surveillance

- Where hazard control does not eliminate the risk of vibration exposure, the businesses must implement a pre-placement vibration assessment and ongoing surveillance programme where legally required
- An investigation must be conducted and reported in the incident management tool where health surveillance suggests that there has been a negative impact on employee health because of vibration
- Management controls must be reviewed as part of the investigation and addressed, as necessary.

References:

- Managing Hand Arm Vibration HSE-PRO-110231
- Managing Whole Body Vibration HSE-PRO-110236
- Health Risk Assessment Procedure HSE-PRO-110228
Key element

Ergonomic and Manual Handling Standard

Manual handling is defined as transporting or supporting a load by hand or by other parts of the body. This can include lifting, putting down, pushing, pulling, carrying, or moving the load.

Manual handling and ergonomic injuries can occur wherever people are at work. This includes offices, project sites, manufacturing operations, laboratories, wind farms etc. Heavy manual labour, awkward postures both at site or while sitting at workstations, manual material handling, and previous or existing injury are all risk factors implicated in the development of manual handling and ergonomic injuries. Failure to manage manual handling and ergonomic risks can result in the development of both acute and chronic musculoskeletal disorders. These disorders cover any injury, damage or disorder to the joints or other tissues in the upper/lower limbs or the back.
**Ergonomic and Manual Handling Standard**

To prevent the development of such disorders, measures must be implemented to make sure that ergonomic and manual handling associated risks are identified and appropriately managed.

To ensure compliance to the Wood Ergonomic and Manual Handling Standard:

The **ergonomic** and **manual handling** risks must be assessed at all stages of the work process to minimise their effects, following the hierarchy of controls:

Eliminate > Substitute > Engineering controls including isolation > Administrative controls > PPE

**Design**

Design processes must:

- Aim to minimise ergonomic and manual handling risks
- Eliminate or minimise potential ergonomic and manual handling hazards through the appropriate design of plant and equipment.

**Organisation and planning**

- When planning work, the risk assessment must consider:
  - The source(s) of hazardous movement and ergonomic risks
  - Activities to be undertaken including the weight of any item to be moved
  - Occupations at risk from hazardous movement, and
  - Any local or national regulations.

- The risk assessment must also look at:
  - The task to be undertaken – twisting required, holding loads away from the body, reaching forwards
  - Load to be moved – bulky, difficult to grasp
  - Working environment – differences in levels, light conditions, weather conditions
  - Individuals’ capability
  - Other factors – obstructed movement, time pressure for the task.

- Control measures must be documented in the task risk assessment as required. The selection of control measures must consider:
  - The nature of the work to be undertaken
  - The work environment and the conditions
  - The duration and frequency of use of equipment such as mechanical aids
  - The hierarchy of control measures
  - The manufacturer’s instruction on the correct use of equipment such as mechanical aids

- If no local or regional regulation is in place, when considering weight, a reasonable standard must detail the controls required for weights ≥ 20kg. Depending on the size, shape, and nature of the load lesser limits may be necessary. This must be determined in accordance with the risk assessment

**Prevention and mitigation**

- The manual handling and ergonomic hazard(s) and measures taken to reduce their risk must be communicated to the workforce
- Individuals must be deemed fit to undertake manual handling activities. Where necessary a check must be made to confirm this
- If an underlying injury or health condition is identified, appropriate measures must be put in place to minimise the risk from these activities to the individual
- If prolonged periods of manual handling activities are identified by the task risk assessment, then adequate rest periods and job rotation must be built into the work schedule
- Training on ergonomic hazards, including workstations, and safe manual handling must be undertaken
- Training must be provided to make sure that the tools, equipment, and techniques required to manage the manual handling activity are usedcompetently and performed correctly
- If equipment is required, it must be used:
  - Where identified on the task risk assessment, and
  - In accordance with the manufacturer’s instructions.

- A record of manual handling and workstation training must be maintained and accessible.

**Inspection, maintenance, and storage**

- All equipment used to reduce hazardous manual handling and ergonomic activities must be subject to:
  - Pre-use inspection, and
  - Regular ongoing inspections and maintenance in accordance with manufacturer’s instructions.
- Any defective or suspect equipment must be immediately removed from use and inspected by a competent person.

**References:**

- Ergonomics and Manual Handling Procedure HSE-PRO-110221
- Workstation Ergonomics Procedure HSE-PRO-110219
- Health Risk Assessment Procedure HSE-PRO-110228
Key element

Thermal Hazards Management Standard

Wood operates in a wide range of environments where the thermal hazards of heat and cold pose a serious threat to the health of workers.

Thermal hazards can cause a wide variety of illnesses ranging from hypothermia and frost bite to heat stroke and dehydration, both of which can be life threatening.

Thermal hazards are a significant occupational health hazard for Wood, however, with good planning they can be effectively managed and controlled.
Thermal Hazards Management Standard

To reduce the risk of developing thermal related illnesses and events, appropriate management processes must be put in place where Wood has operational control. The management process must consider the individual and the environment they are working in.

To ensure compliance with the Wood Thermal Hazard Management Standard:

**Design**

- A risk assessment must be completed to identify those at greatest risk of thermal hazards. The risk assessment must consider:
  - Location where the work scope is being undertaken including radiant heat from work equipment, the work environment, air temperature, humidity, and air velocity
  - Nature of the work activity to be performed including personal protective equipment requirements and work rate
  - Key occupations affected by exposure to the thermal hazard
  - Individual experience, acclimatisation, and training for working with this hazard.

- Sufficient job breaks must be included in the work plans which consider the type of work and environmental conditions

- Appropriate scheduling of work activities must be considered to minimise exposure to thermal extremes

- Use mechanical assistance where possible to reduce the physical demands of work activities

- Suitable work facilities shall be provided to minimise the impact of the thermal hazard with appropriate heating or cooling, in addition to access to adequate clean drinking water supplies.

**Prevention and mitigation**

- Training must be provided to employees and individuals over whom Wood has operational control at induction, and then as needed throughout employment when working in extreme climates

- Training must include:
  - The basics of body temperature and heat exchange
  - Hazards related to the environment including effects of sunlight, carbon monoxide and alcohol
  - Preventive measures including safe working practises as well as emergency procedures
  - Clothing requirements
  - Importance of food and water
  - Recognition of thermal related symptoms and signs
  - Potential for medication or underlying illnesses to impact an individual's tolerance to extremes of heat and cold.

- Correct clothing including appropriate personal protective equipment must be provided for the work activity

- Environmental monitoring must be undertaken on a regular basis to determine the ongoing measures and controls necessary to manage work effectively in extreme temperatures

- Use a buddy system when working in extreme climates to help promptly identify any potential signs of thermal related illnesses or conditions

- An acclimatisation programme for those working in hot areas must be considered especially for workers:
  - Who have not worked in a hot area before?
  - Who are returning from rotation leave in a cooler area or vacation?
  - Who are returning from sickness absence?

- Safe food and water must be provided considering the transportation, storage, cooking, and preparation processes necessary

- Safe waste disposal practises must be put in place considering the risk from high ambient temperatures and/or humidity

- Journey management processes must be put in place considering the potential for rapid changes in environmental conditions

- All Wood businesses must make sure that there is access to adequate medical support for all of those working in extreme temperature environments

- All emergency first aid responders must be aware of the symptoms and emergency first aid treatment of thermal related illnesses and conditions

- Individuals over whom Wood has operational control must undergo a preplacement screening assessment when working in extreme climates to assess their ability to work in these environments and identify if any additional control measures are required.

**Health surveillance**

- The preplacement screening assessment must consider:
  - Underlying medical conditions
  - Medication
  - Previous history of thermal related illnesses.

- Certain medications and underlying medical conditions such as heart disease, diabetes and kidney disease are known to increase susceptibility to thermal hazards

- All illnesses and conditions arising from workplace exposures to thermal hazards must be reported, investigated and controls reviewed and amended.

Key element

Fatigue Management Standard

Working long hours, lack of sleep and working when people would normally be resting are widely recognised to be involved in the development of fatigue. Fatigue is a recognised occupational health hazard which can be implicated in poor performance as well as safety related incidents.

Fatigue can be acute – it occurs over a short period of time or can be cumulative – built up over several days or weeks. This hazard can be managed with effective scheduling, including reasonable breaks and allowing for adequate sleep.
Fatigue Management Standard

To reduce the risk of developing fatigue and its subsequent effects, appropriate management processes shall be put in place where Wood has operational control. Reference should be made to the Wood Travel Health Standard and Preplacement and Health Surveillance Standard.

To ensure compliance with the Wood Fatigue Management Standard:

Organisation and planning

- A fatigue risk management plan must be developed where the potential for fatigue exists – this includes in the office and at site. The plan shall include processes for fatigue risk identification, risk assessment, risk monitoring and risk management.
- The fatigue risk management plan must be customised for the operation for which it is developed and integrated into existing Wood management systems.
- Factors which must be considered to help identify the potential for fatigue include:
  - The mental and physical work demands
  - The work timing, duration, and patterns
  - The workplace environmental conditions including light, temperature, wind conditions
  - Organisational factors including manning and supervision
  - Individual factors including competence, social impacts, family factors, underlying health conditions, medication, and commuting.
- The fatigue risk assessment must consider:
  - Activities and tasks to be undertaken such as safety critical tasks, operating heavy mobile equipment, confined space work
  - The occupations at risk from fatigue
  - Exposure to other health hazards, including hazardous substances, noise, vibration, and extreme temperatures
  - The individuals’ perceived level of alertness to undertake the task.
- A process must be developed so that workers can self-assess and self-report fatigue. If fatigue is advised, then a fatigue management plan must be initiated.
- Work activities must be planned effectively to make sure that sleep loss and the disruption of shift work are kept to a minimum.
- Safety critical work must be timed appropriately. As far as possible they should not be carried out during a night shift.

Prevention and mitigation

- Training must be provided to employees and those individuals over who Wood has operational control to make sure that they can:
  - Recognise the signs and symptoms of fatigue in themselves
  - Recognise the sign and symptoms of fatigue in others
  - Know the coping strategies to manage fatigue
  - Access suitable medical and wellbeing support if impacted by fatigue
  - Make sure they understand their responsibility to use opportunities for sleep appropriately.
- Suitable shift management processes must be put in place to reduce, minimise, or eliminate disruption to sleeping patterns and therefore prevent the risk of fatigue.
- Rollover, split or swing shifts must be avoided as far as possible.
- Rest periods must be of a suitable length of time to make sure that workers can get an adequate sleep opportunity.
- A risk assessment must be carried out before documented approval is given to work extended hours.
- A suitable call out rota must be established if call out/overtime requirements cannot be fully eliminated.
- Adequate worksite accommodation and sleeping requirements must:
  - Reduce noise and vibration exposure
  - Provide suitable temperatures for sleeping
  - Provide appropriate lighting
  - Provide suitable ventilation
  - Provide reasonable privacy.
- The provision of alternative transport, or rest/overnight accommodation must be considered for those who have completed long work rota periods.
- Suitable metrics must be developed to identify if fatigue contributes to HSSE&S incidents and risky behaviours.
- An investigation must be conducted and reported in the incident management tool where fatigue has been identified as a causative factor.
- Management controls must be reviewed as part of the investigation and addressed, as necessary.

Health surveillance

- Medical screening must be undertaken before undertaking shift working in accordance with jurisdictional legislation.

Reference:

- Managing Fatigue Procedure HSE-PRO-110226, Health Risk Assessment Procedure HSE-PRO-110228
People can be exposed to a variety of substances at work including chemicals, fumes, dusts, mists, vapours, fibres as well as biological agents.

There are several ways a substance can enter the body; absorbed through the skin, ingested, inhaled, or injected. A substance is hazardous when it has the potential to cause harm to humans. Failure to manage hazardous substances can result in the development of both acute and chronic health effects which can vary from mild to severe, even be life limiting. It is important for Wood to be aware of which substances people use, or are in contact with are hazardous, the nature of their effect, their pathway into the body and what must be done to control the risk to a safe level.
Hazardous Substances Standard (including radioactive materials)

To prevent and minimise the development of potential ill health effects, measures must be implemented to make sure that hazardous chemical and biological substances or agents are identified and appropriately managed at all times.

To ensure compliance with the Wood Hazardous Substance Management Standard:

The risk from hazardous chemical and biological substances or agents must be assessed at all stages of the work process, irrespective of the Wood worksite, from pre-planning, execution, completion and waste management and appropriate controls selected to minimise the hazardous substance exposure following the hierarchy of controls:

Eliminate > Substitute > Engineering controls (including isolation) > Administrative controls > PPE

Organisation and planning

- Wood must keep the use of hazardous chemical and biological substances or agents to a minimum
- No hazardous chemical or biological substance or agent must be used in the workplace without a suitable risk assessment being carried out
- The safety data sheet must be reviewed before any hazardous substance(s) or agent is used in the workplace
- The safety data sheet must always be easily accessible to the work party and in a language that can be understood
- The nature of hazardous chemical and biological substances or agents that people are working with or are exposed to must be understood. This includes biological or chemical contaminants already in the environment, biological agents present in the work environment, products used in the job or by-products of the process itself such as gases/fumes from welding
- The risk assessment must consider:
  - The source(s) of hazardous chemical or biological substances or agents
  - Locations on site of hazardous chemical or biological substances or agents
  - Activities to be undertaken and
  - Occupations at risk from hazardous chemical or biological substances or agents.
- The risk assessment must be supported by appropriate exposure monitoring and sample analysis, as necessary
- If no local regulations exist, it is recommended that as a reasonable standard, reference is made to the UK HSE EH40 requirements or NIOSH US
- Information and risk assessments on hazardous chemical or biological substances or agents must be accessible at the point of use

- Control measures selected must be discussed and documented in the task risk assessment and implemented effectively as required. The selection of control measures must consider:
  - The nature of the work to be undertaken
  - The work environment and the conditions including adjacent work activities
  - The hierarchy of control methods.
- Adequate records and/or registers must be kept of all the hazardous chemical or biological substances or agents both introduced or naturally occurring on site. The records can include safety data sheets, risk assessment and any laboratory analysis undertaken as applicable. These records must be always available and accessible.

Prevention and mitigation

- Training must be given before using hazardous chemicals or biological substances or agents. Individuals who Wood has health and safety responsibility over must know:
  - The definition of hazardous chemical or biological substances or agents
  - How to recognise hazardous substances (including situations where these can be found naturally)
  - What controls must be implemented when they are using them or are present in the work environment
  - What to do if found incidentally
  - The emergency and first aid measures to be taken if exposed.
- Minimal hazardous chemical or biological substances must be stored at the worksite
- Hazardous chemical or biological substances being used must be stored as instructed by the manufacturer and labelled correctly
- Hazardous chemical or biological substances or agents being used must be stored in accordance with local and national legislation
- Selection of personal protective equipment including RPE must consider the nature of the hazardous chemical or biological substance or agent and the exposure routes
- If personal protective equipment is required:
  - It must be used where identified on the risk assessment and/or in accordance with safety signs
  - It must be used in accordance with the manufacturer’s instructions
  - It must correctly fit such as for respirators/RPE.
- Training must be provided to make sure that the personal protective equipment is used/worn correctly. Training must provide instruction on how to store the equipment, required cleaning and when to change the personal protective equipment.
Hazardous Substances Standard (including radioactive materials)

Prevention and mitigation (continued)

- A register and/or matrix of personal protective equipment easily accessible and their conditions of use must be kept at the worksite
- A culture of positive intervention must be developed so all staff intervene if they recognise potential for exposure to hazardous substances
- All equipment used to reduce exposure to hazardous chemical or biological substances or agents including LEV/ventilation personal protective equipment must be subject to:
  - Pre-use inspection
  - Regular ongoing inspections in accordance with manufacturer’s instructions
  - Any defective equipment must be immediately reported, removed, replaced, or repaired.
- All equipment used to control exposure to hazardous chemical or biological substances or agents must be maintained. Maintenance must consider:
  - Manufacturer’s instructions
  - Recognised industry standards for maintenance of this equipment type.
- A record of all inspections carried out and maintenance must be maintained and accessible.

Health surveillance

- A preplacement exposure assessment and ongoing surveillance/conservation programme must be implemented where legally required when control of hazardous chemical or biological substances or agents relies on personal protective equipment. Refer to the Medical Screening and Health Surveillance Standard
- If no local regulators exist, it is recommended as a reasonable standard, reference is made to Schedule 6 of the UK COSHH legislation
- An investigation must be conducted and reported in the incident management tool when health surveillance suggests there may be a negative impact on employee health because of exposure to hazardous substances.

Radioactive Material

When personnel work with ionising radiation, appropriate control measures must be implemented to minimise the potential risks from exposure to radioactive materials. People are exposed to ionising radiation either directly from the radiation being emitted from a source or from radioactive material through inhalation, ingestion, injection, or absorption of the material.

The risks from ionising radiation must be communicated to those at risk of exposure and effective control measures must be implemented.

To ensure compliance with the Hazardous Substances Standard:

- Suitable and sufficient radiation protection advisors must be appointed to advise on the risks associated with ionising radiation
- Suitable and sufficient radiation protection supervisors or officers must be appointed to closely supervise all work with radiation and ensure personnel work to the local rules or arrangements
- A risk assessment for all work involving ionising radiation must be carried out before completing the task
- All exposures to ionising radiation must be kept to As Low as Reasonably Practicable (ALARP) or Achievable (ALARA)
- Adequate personal monitoring of radiation exposures must be provided for employees and visitors
- Any monitoring equipment used must be suitably calibrated, as necessary
- All personnel working with ionising radiation must be categorised appropriately and adequate arrangements put in place to comply with local or national requirements for these personnel
- Any area in which work with ionising radiation is carried out must be suitably designated, demarcated, have adequate signage displayed and a suitable health surveillance programme put in place, to ensure that all control measures are being maintained
- Local rules or arrangements must be in place for all designated areas.
- Adequate records of radioactive sources being used, and all monitoring associated with radioactive material must be maintained in accordance with local or national legislation
- The level of radioactive material being used or stored must be kept to an absolute minimum
- Training must be provided make sure all those working with radioactive materials are aware of the health hazards associated with them and with safe ways of working.

References:

- Hazardous Substance Manual HSE-MAN-11036
- Respiratory Protection Procedure HSE-PRO-110220
- Managing Asbestos Procedure, HSE-PRO-110247
- Health Risk Assessment Procedure HSE-PRO-110228
Key element

Food, Water and Personal Hygiene Standard

An infectious disease is sometimes referred to as a contagious or communicable disease and is caused by a wide variety of bacteria, viruses, and fungi. Diseases can be contracted and spread through contact, either directly from person to person, or indirectly through environmental exposures such as air and fluids.
Food, Water and Personal Hygiene Standard

A high standard of hygiene and cleanliness at the workplace is very important for both the provision of a safe and healthy work environment and to prevent the development or spread of disease.

Employees can be exposed to communicable diseases whilst travelling. Business travel, in particular global travel, can increase workers’ potential exposure to a far wider range of infections. (See the Wood Travel Health Standard for further guidance for managing these individuals).

To prevent the development of communicable diseases, measures shall be implemented to make sure that high standards of hygiene, cleanliness and appropriate immunisations are promoted across Wood offices, manufacturing operations and project locations.

To ensure compliance to the Wood Food, Water and Personal Hygiene Standard:

Organisation and planning

• The work planning process must include hazard identification for potential communicable diseases including environmental illnesses such as Legionella and Leptospirosis, risk assessment and selection of appropriate control measures

• The risk assessment must consider:
  - The type(s) of biological hazards likely to be encountered
  - Their means of spread – either directly or indirectly
  - Activities to be undertaken, and
  - Destination(s) to be visited.

• Control measures selected must be discussed and documented in the task risk assessment and implemented effectively as required. The selection of control measures must consider:
  - The nature of the work to be undertaken
  - The work environment and the conditions.

Prevention and mitigation

• Wood workplaces and facilities must be regularly and appropriately cleaned according to the risk assessment

• A record of cleaning activities must be maintained and accessible

• Adequate facilities for employees to wash/decontaminate appropriate to the activities carried out at the location must be provided

• Toilet facilities must be maintained in good working order and cleaned at regular intervals

• Wood contracted food handlers/caterers must have appropriate hygiene certification to national standards and fully understand the requirements for food hygiene and comply with them

• Special attention must be paid to areas used to prepare and consume food. These area tools and equipment must be always maintained in a clean condition and food preparation surfaces kept in good condition. Products used to keep food preparation areas clean must be provided in these locations

• Education must be provided regularly on:
  - The importance of, and correct method of hand washing
  - The ways to reduce communicable disease spread including unwell employees staying at home
  - The potential biological workplace hazards that may impact on the health and wellbeing of employees.

• Individuals diagnosed with a communicable disease which directly poses a safety threat to colleagues must notify P&O and HSSE&S to be dealt with under the appropriate business policy

• Immunisations to support infection prevention measures whilst travelling overseas must be completed in appropriate time frames before travel

• Appropriate workplace monitoring must be put in place as necessary to monitor for the effectiveness of control measures for infectious agents spread through environmental routes.
Key element

Workplace Monitoring Standard

A robust occupational hygiene monitoring programme is required to both help identify potential health hazards in the workplace before they impact on people’s health as well as to confirm that control measures are working.

Action must be taken if recognised jurisdictional exposure limits are exceeded to prevent recurrence.
Workplace Monitoring Standard

To ensure that Wood complies with occupational exposure limits, a workplace exposure monitoring programme must be implemented across all manufacturing and project locations to help protect human health.

To ensure compliance to the Workplace Monitoring Standard:

**Organisation and planning**

- All occupational health hazards must be identified through a systematic health risk assessment process, documented, and supported by appropriate monitoring and sample analysis, as necessary.
- Local occupational exposure limits and guidelines must be identified for any health hazards such as noise, hazardous dusts, fumes, mists, fibres, vapours, gases, vibration, and duration of task. These must be considered as part of the risk management process.
- If no local standards are available, it is recommended that the UK HSE Workplace Exposure Limits EH40 and NIOSH US Standards is used.
- An occupational workplace monitoring programme must be put in place to identify exposure levels in the workplace and check they comply with local or national exposure limits.

**Prevention and mitigation**

- Training must be provided on:
  - Ensuring the need for workplace monitoring is identified as part of the health risk assessment.
  - Exposure monitoring techniques.
- Following exposure monitoring, all results and subsequent actions must be communicated to affected workers and management.

- All episodes of workplace monitoring must be documented and archived in accordance with local or national requirements. Information to be kept must include:
  - Project and operating location
  - Specific place location where monitoring has been done on the site
  - Names of individuals involved
  - Results of monitoring
  - Follow up actions
  - Completion dates of actions
- An assurance programme must be put in place to check that appropriate control measures are in place where occupational exposure limits are exceeded.

**Health surveillance**

- An occupational medical screening and health surveillance programme must be implemented where appropriate and/or legally required. Baseline checks must be performed before exposure in accordance with the Wood’s Hazardous Substance Standard.
- An investigation must be conducted and reported in the incident management tool where health surveillance suggests that there has been a negative impact on employee health because of exposure to hazardous chemical or biological substances.

**References:**

- Exposure Monitoring Procedure HSE-PRO-110232
- Health Surveillance and Biological Monitoring Procedure HSE-PRO-110233
- Health Risk Assessment Procedure HSE-PRO-110228
Key element

Travel Health Standard

Many Wood employees undertake regular travel as well as long term assignment which may expose them to potential health risks including driving, exposure to communicable diseases and emergency situations.

All Wood businesses must take steps to manage these issues through observing the HSSE&S International Travel Health Procedure HSE-PRO-110063
Travel Health Standard

To minimise potential travel related health risks to employees, appropriate measures must be implemented to make sure that such risks are identified and appropriately managed. Reference should be made to the Hazardous Substances Standard, the Food, Water and Personal Hygiene Standard and Fatigue Management Standard.

In addition, advice from the Wood Security Team must be obtained before travel in accordance with any security requirements.

To ensure compliance with the Wood Travel Health Standard:

Organisation and planning

- Travel health must be considered as early as possible in the project life cycle e.g., at the identify/acquire stage
- The risk assessment must consider:
  - Activities to be undertaken
  - Destinations to be visited – particularly medium to extreme health risk countries
  - Physical hazards such as climatic conditions, natural disasters, electrical standards, and compatibility
  - Biological hazards such as contact with animals, insects, reptiles, contaminated food, contaminated water and drinking water, needles, and sexual contact
  - Psychosocial hazards such as crime, emergencies, legal differences, local culture, terrorism/civil unrest, transportation, and pre-existing medical conditions.

Prevention and mitigation

- Employees must confirm if they have a medical condition which may affect their ability to drive if this is part of their employment
- The risk of fatigue must be considered for those driving long distances or after long work rota periods. An employee must not drive after a maximum 14-hour work shift rota. See the Driving and Land Transport Procedure HSE-PRO-110198, Fitness to Drive Standard HSE-STD-110025. Provision of alternative transport, or rest/overnight accommodation must be considered as part of the risk assessment
- Employees must confirm if they have medical condition which may affect their ability to fly. Certain medical conditions increase health risks during flying, such as people recovering from recent heart surgery/event, strokes, clotting related illness, pregnancy etc. This should be confirmed and communicated to the line manager as appropriate
- International travel must be planned as far as reasonably practicable to make sure there is sufficient time for the employee to:
  - Complete any required inoculations
  - Arrange access to necessary medication considering that medications may be legal in some countries and prohibited in others
  - Arrange appropriate emergency medical services/insurance before departure
  - Undertake any pre-travel health checks as indicated by the travel risk assessment in addition to any visa medicals
- The destination health status must be checked before travel to check for health-related warnings (e.g., communicable disease outbreak) and advice received and understood from Wood’s international global assistance partner
- All businesses must have arrangements in place to manage a medical emergency and ensure that employees are aware how to access the service
- All businesses must encourage employees to include adequate time in planning travel to cope with time zone, climatic changes, and fatigue
- Employees must take note of global assistance advice on in-flight well-being tips, drinking and anti-dehydration measures as well as travel destination health and safety advice.

Reference:

- International Travel Health Procedure HSE-PRO-110063.
- Health Risk Assessment Procedure HSE-PRO-110228
Key element

Fitness to Work Standard

Safe systems of work are important to reduce as far as possible the risks from work activities. An important component of this is medical fitness to work.

In many circumstances, it is important to check an employee’s health before putting them to work. Ongoing medical screening may also be required to:

- Understand how an employee’s fitness may have changed and may affect their and others health and safety
- Determine if any adjustments required to support people in the workplace to enable them to carry out their role to their full capacity

Ongoing fitness for task, review the Fitness to Work Procedure
Fitness to Work Standard

Fit to work means that an individual is in a physical, mental, and emotional state which enables the employee to perform the essential tasks of their work assignment in a manner which does not threaten the safety or health of oneself, co-workers, property, or the public.

Medical screening, both baseline and periodic are particularly important in the safety critical and high hazard environments where Wood operates, and a mandatory standard of fitness is required.

To ensure compliance with the Wood Fitness to Work Standard:

Organisation and planning

- Medical assessments to confirm fitness for task and/or travel must be conducted on a risk-based approach or as required by industry standard. Employees working offshore or in a safety critical role must be subject to periodic screening at a minimum frequency of every two years.
- A physical demands analysis must be completed for each job role to understand the physical requirements and work environment that is associated with the job role. The individual’s fitness must be assessed against the physical and psychological demands of the job and job-specific requirements that are mandated by client, Wood, or local/national regulations.
- Medical restrictions must be accommodated as far as reasonably practicable whilst protecting the employee’s confidentiality (see Wood Case Management, Rehabilitation, and illness procedure HSE-PRO-110237).

- Support facilities and systems must be provided as far as reasonably practicable and/or in accordance with legislated requirements for those with underlying disabilities.
- Medical assessments must be carried out when there is:
  - A significant change to the role
  - Change in the employees’ health status such as declaration of a new medical condition or return to work following illness or injury
  - As requested by the client and/or required by legislation.
- Businesses must put measures in place to make sure that the ability of workers to perform their work safely is not impacted by the influence of alcohol, drugs, or other substances, including prescribed medications in accordance with the business drug and alcohol policy and/or in accordance with jurisdictional requirements.
- Businesses must have a secure environment to store the outcome data, and it will only be accessed and processed by those staff that have explicit and reasonable need to do so.

Prevention and mitigation

- Training must be provided to employees on techniques they can use to identify potential health impacts.
- Training must be provided to employees on their responsibilities to be fit for work including:
  - Attendance at medicals when requested
  - Declaration of any pre-existing conditions or medications that may impact on their ability to do the work safely
  - Declaration of any change to their health status
  - Not attending work if under the influence of alcohol, drugs, or other substances.

References:

- Case Management and Rehabilitation and illness reporting Procedure HSE-PRO-110237
- Fitness to Work Procedure HSE-PRO-110245
- Health Risk Assessment Procedure HSE-PRO-110228
Key element

Health Surveillance Standard

Health surveillance is a process of ongoing health checks to monitor an employee for any changes in their health resulting from exposures in the work environment.

Health surveillance is important for detecting ill-health effects at an early stage, so Wood can introduce better controls to prevent them from getting worse. It also provides an opportunity for employees to raise concerns about how work affects their health. The results of health surveillance highlight lapses in workplace control measures, therefore providing invaluable feedback to the risk assessment completed for the work activity.

Risk-based health surveillance is required wherever an employee may be exposed to hazardous chemicals, biological substances or physical hazards that can lead to ill health or disease. Risk-based health surveillance requirements must be identified in a health risk assessment.
Health Surveillance Standard

Health surveillance, both baseline and periodic are particularly important in the safety critical and high hazard environments where Wood operates. Personnel may be exposed to hazardous substances or work environments that could harm their health.

Ongoing health surveillance may also be required:

- Where the work is known to be associated with the development of a recognised health problem which can be easily monitored
- To ensure that controls put in place are effective and the hazard is not impacting on the health of the employee see relevant standard e.g., vibration, hazardous substances
- In accordance with jurisdictional requirements
- Where advised by a licensed health practitioner.

To support and maintain employees in the occupational environment, when required health surveillance programmes must be put in place as part of an effective health management system.

To ensure compliance with the Wood Health Surveillance Standard:

**Organisation and planning**

- A health risk assessment must be completed for all stages in the lifecycle of a site or project. This will enable understanding of:
  - The occupations at greatest risk of health impacts
  - The type of health surveillance assessments required
  - The type of exposure monitoring that is required
- A suitably qualified health professional must be engaged to provide the business with occupational health services to include pre-placement and health surveillance assessments.

**Prevention and mitigation**

- An investigation must be conducted and reported in the incident management tool CAIRS where health surveillance suggests that there has been a negative impact on employee health because of a hazardous exposure
- Management controls must be reviewed as part of the investigation and addressed, as necessary.

**Health surveillance**

- Occupations which require ongoing potential health surveillance must be identified through the health risk assessment process. This includes situations where:
  - Exposure potentially cannot be managed to below recognised occupational exposure or threshold limits without the use of personal protective equipment
  - There is a valid, reproducible technique for surveillance assessments
  - Surveillance is required to support the health control strategy and its effective implementation
- Businesses must have a secure environment to store the outcome data. The data must only be accessed and processed by those staff that have explicit and reasonable need to do so.

**References:**

- Health Surveillance and Biological Monitoring Procedure HSE-PRO-110233
- Health Risk Assessment Procedure HSE-PRO-110228
Key element

Rehabilitation Standard

Good rehabilitation is important to enable employees who have sustained significant injury, ill health, or sickness to improve and return to work and to help employees with chronic health conditions remain in the workplace. The provision of safe and meaningful work greatly assists employees in the rehabilitation process.
Rehabilitation Standard

Rehabilitation must be planned appropriately to ensure that Wood employees can return to work and remain in safe and sustainable work.

This is a team effort with line management, People and Organisation and Health, Safety, Security and Environmental (HSSE&S) teams working together to support the individual.

Appropriate measures must be put in place to manage and support employees with chronic medical conditions or those returning to the workplace following illness or injury related absence.

To ensure compliance with the Wood Rehabilitation Standard:

Organisation and planning
- Appropriate risk assessments must be undertaken to determine the reasonable adjustments required to mitigate against any potential hazards within the workplace and to determine the nature of support required for the rehabilitation plan
- A physical demands analysis for the job role is the basis for assessing an individual’s ability to return to work or to continue to work including enabling modification of duties as appropriate.

Mitigation
- All occupational related injury, illness or disease must be recorded in line with Wood requirements and jurisdictional requirements
- Employees must be deemed fit to return to work. Length of absence, advice from the employees treating health practitioner and/or occupational health provider must be considered when assessing if employees are fit to return to work. The fitness to return to work assessment must be completed by an occupational health professional who has knowledge of the individual’s work scope where significant illness, injury or mental health condition is involved. Only by exception should this be completed by the individual’s treating GP/family physician
- Medical restrictions, which may impact the employee’s ability to undertake their usual or full role, such as medication, limited mobility etc. must be considered when determining the requirements of the rehabilitation plan
- Adequate resources must be allocated to support workplace rehabilitation activities and to put in place any necessary reasonable adjustments
- The rehabilitation plan must be developed on a case-by-case basis for both employees returning to work after significant illness or injury or mental health condition for those with chronic health conditions. The plan must consider such tools as:
  - Modified work – light duties
  - Phased return – restricted hours of work
  - Alternative duties available.
- Modified work tasks or alternate work must not involve any additional risks to the individual, checks should include:
  - Appropriate training
  - Skills required
  - Knowledge to undertake modified task
  - Emergency management – including safe evacuation and first aid facilities.
- Line management, P&O and HSSE&S teams must regularly review and monitor the implementation of any rehabilitation plan until the employee is at full and/or sustainable capacity.

References:
- Case Management and Rehabilitation and illness reporting Procedure HSE-PRO-110237
Emergency Medical and First Aid Management Standard

Emergency medical and first aid management is a crucial component of Wood’s comprehensive health and safety management system.

First aid emergency care is essential for the management for either injury or sudden illness in the workplace before further emergency or other medical treatment is available. Businesses must consider that injury or sudden illness can include either physical or mental health issues and appropriate measures be put in place to manage this.
Emergency Medical and First Aid Management Standard

To manage and support employees, appropriate emergency and first aid response processes at office and site locations must be put in place where Wood has operational control.

To ensure compliance to the Wood Emergency Medical and First Aid Management Standard:

**Organisation and planning**
- An appropriate emergency first aid response process must be put in place in all Wood managed facilities dependent upon:
  - Number of employees at the location
  - Hazards that exist at the site
  - Location to medical facilities
  - Jurisdictional requirements
- Individuals trained to provide first aid must be easily identified within office and site locations
- Emergency first aid responders must be trained to an effective standard and updated through refresher training in accordance with jurisdictional requirements.

**Mitigation**
- Suitable first aid equipment and/or supplies must be provided for the site/office, remain fully stocked and within the expiry date. A process must be put in place to manage stock effectively
- Consideration must be given to the provision of Automatic External Defibrillators (AED) at offices and site locations where Wood has operational control. If they are provided:
  - The AED’s must comply with local legal requirements
  - Be operated in accordance with manufacturer’s instructions
  - Be stored and maintained in accordance with manufacturer’s instructions
  - Be sited to provide fastest access to them in accordance with the work activities being undertaken
- Factors which must be considered when making this decision include:
  - Type of risk activity being undertaken
  - Volume of employees at the site
  - Access to emergency services
- All incidents requiring physical first aid treatment must be properly documented and reported
- Best practice and first aid learnings must be shared, where appropriate, across the global Wood business using alerts and bulletins
- In case of serious illness or injury at the workplace Emergency First Responders must be suitably debriefed following the event.

**Wellbeing champions**

Training a member of staff to work with mental health concerns must be done in accordance with the risk assessment for the businesses

A wellbeing champion does not diagnose or treat mental health conditions but acts as a focal point to direct the individual to support.

- Individuals identified as wellbeing champions must be trained to an effective standard and must be aware of the support programmes available in the area
- Wellbeing champions will direct individuals to services available in the local health care system
- Wellbeing champions must be recognisable within the office and site locations
- Trained Individuals must be able to deem themselves unavailable to provide assistance in accordance with their own work demands or personal status at the time
- All encounters must be dealt with confidentially, except where there is a concern about the safety of the person or others. Those seeking support shall be made aware of this from the start of the conversation and then advised who will be told what
- Individuals requiring immediate support from skilled medical resources must be directed to the appropriate resources
- A support system must be in place for those acting as wellbeing champions.

**References:**
- Emergency Medical and First Aid Procedure HSE-PRO-110234
- Managing Blood Borne Pathogens HSE-PRO-110229
- Health Risk Assessment Procedure HSE-PRO-110228
Wellbeing Standard

Wood recognises that the wellbeing of employees is crucial to the success of the business. Wellbeing incorporates not only protection from harm from exposure to workplace hazards, but also preventive activities of keeping well and effectively managing illness and injuries to achieve the best possible outcomes and performance.
Wellbeing requires line management, People and Organisation and Health, Safety, Security and Environmental (HSSE&S) teams to work together to support wellbeing activities under their spheres of influence.

To assist the physical and psychological wellbeing of workers, management processes must be put in place to support the protective and preventive activities required to achieve this. Refer to the other Wood Health Protection Standards.

To ensure compliance to the Wood Wellbeing Standard:

**Organisation and planning**
- Businesses must identify the key physical and psychological risk factors impacting the wellbeing of employees within their business areas
- Appropriate risk assessments must be completed including for the physical and psychological factors identified
- Factors which must be considered to help identify the psychological risk factors include:
  - Demands of job roles or activities
  - Control over the work activities
  - Supports available in the workplace
  - Relationships at work
  - Role clarity
  - Changes occurring in the workplace
- Control measures selected for the workplace hazards must be discussed and documented in the risk assessment and implemented effectively as required.

**Prevention and mitigation**
- Education and awareness training must be provided to all workers over whom Wood has operational control to make sure they are aware of:
  - The nature of the workplace hazards
  - How to recognise the impacts of physical and psychological workplace hazards
  - How to report any impacts of workplace hazards
- Education and awareness training must be provided for preventive activities which can be undertaken to improve wellbeing within the business lines. This can include:
  - Supporting healthy living with education on healthy eating, active living, supporting non-smoking and other personal health related topics
  - Helping work/life balance with education on time management, resilience, and mental wellbeing
  - Manager training on identification of mental ill health and supporting employees returning to work after illness or injury (see Wood Rehabilitation Standard)
- Suitable metrics must be developed to identify effectiveness of wellbeing activities undertaken in the business lines
- Suitable facilities must be provided as necessary to support wellbeing activities
- Support must be obtained from line management and People and Organisation to make sure that there is:
  - A safe working environment
  - A violence prevention policy including harassment and bullying
  - Employee participation in the decisions that concern them (e.g., job analysis, new expansions, developments, etc.)
  - Practises related to recognition and job satisfaction
  - Support for performance of tasks (e.g., on-the-job training, training programs, work instructions, etc.)
  - Consideration of flexible working hours to accommodate employees who wish to exercise before, after, or during work
  - Workforce absence monitoring to determine the potential workplace occupational health reasons for absence and to address, as necessary.

**Reference:**
- Stress Management Procedure HSE-PRO-110224
- Health Risk Assessment Procedure HSE-PRO-110228
Definitions

**Biological hazards**: biological hazards are organic substances that pose a threat to the health of humans and other living organisms. Biological hazards include pathogenic microorganisms, viruses, toxins (from biological sources), spores, fungi, and bio-active substances.

**Business**: an organisation or organisational subset that is independent with regards to one or more accounting or operational functions and includes both operational and functional components of the business. This would therefore include the current understanding of the hierarchy of our business (i.e., Group, Business Unit, contract, and other categories. e.g., joint venture, partnership, and consultancy).

**Communicable**: any disease caused by bacteria, viruses, fungi, and parasites that are transmitted from one person or animal to another; also called contagious disease. These diseases can be spread directly or indirectly.

**Competent**: have the necessary skills, experience, and qualifications to enable them to fulfil their HSSE&S responsibilities associated with their work including being capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorisation to take prompt corrective measures.

**Controls**: Controls mitigate the likelihood and/or the impact of a risk (impacts).

**dB(A)**: is an expression of the relative loudness of sounds in air as perceived by the human ear. The A refers to the A weighted system. A weighting is applied to instrument measured sound levels to account for the reduced sensitivity to low audio frequencies.

**Dust**: mechanically produced solid particles (e.g., from crushing, drilling, grinding, sweeping, or handling of solid materials)

**Exposure**: the state of having no protection from something harmful.

**Ergonomic hazard**: an ergonomic hazard is a physical factor within the environment that harms the musculoskeletal system. Ergonomic hazards include themes such as repetitive movement, manual handling, workplace/job/task design, uncomfortable workstation height and poor body positioning.

**Fibre**: particles for which the ratio of length (l) to diameter (d) is larger than 3:1, the length is larger than 5 µm and the diameter less than 3 µm

**Foreseeable**: something that could reasonably be anticipated.

**Fumes**: heated solid particles suspended in air.

**Hazardous substances**: a hazardous substance can be any substance, whether solid, liquid or gas, that may cause harm to your health. Hazardous substances are classified based on their potential health effects, whether acute (immediate) or chronic (long-term).

**Health surveillance**: a system of ongoing health checks (e.g., hearing tests, dermatitis checks, chest x-ray) that may or may not be required by law.

**Manual handling**: any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying, or moving thereof) by hand or bodily force.

**Mental health**: is as a state of wellbeing in which every individual realises his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to contribute to their community.

**Mist**: dispersions of liquids in air that are formed during nebulization of liquids, during condensation from the vapour phase and during chemical processes.

**Musculoskeletal disorders**: are injuries and disorders that affect the human body’s movement of the musculoskeletal system (i.e., muscles, tendons, ligaments, nerves, discs, blood vessels, etc.).

**Noise**: an unwanted sound.

**Occupational hygiene**: the discipline of anticipating, recognising, evaluating, and controlling health hazards in the working environment with the objective of protecting worker health and wellbeing and safeguarding the community at large.

**Reasonably practicable**: making a judgement on whether, after assessing the extent of the risk and the available ways of eliminating or minimising the risk, and associated cost (e.g., time, effort, money) whether the cost is grossly disproportionate to the risk.

**Rehabilitation**: a managed process involving early intervention with appropriate, adequate, and timely services based on assessed needs which are aimed at maintaining injured or ill employees in, or returning them to, suitable employment.
Definitions

**Risk:** the chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard.

**Risk assessment:** A risk assessment is simply a careful examination of what hazards could cause harm to people, equipment and or the environment. The risk assessment process will help in understanding the likelihood of an event occurring and the severity or should an event be realised. This process allows for risk mitigation planning and resource allocation.

**Standards:** a level of quality or achievement that is considered acceptable.

**Substances:** a solid, powder, liquid, or gas with specific properties.

**Third parties:** parties that may, depending on the circumstances, affect or be affected by our management of HSE (e.g., clients, sub-contractors, neighbours, emergency services, regulators).

**Vapours:** the gaseous state of a substance that is solid or liquid at room temperature and pressure.

**Vibration:** a rapid to and for or oscillating movement.

**Wellbeing:** is a general term used to describe the interconnected aspects of physical, mental, and social health.

**Workers:** persons performing work or work-related activities under the control of a Wood business. This includes employees and where appropriate will include subcontractors, visitors, temporary workers etc.

**Work equipment:** any machinery, appliance, equipment, apparatus, tool, or installation used at work.
Abbreviations

**AEDs:** Automatic External Defibrillators

**ALARP:** As Low as Reasonably Practicable

**ALARA:** As low As Reasonably Achievable

**HSE:** Health and Safety Executive

**HSSE&S:** Health, Safety, Security, Environment and Sustainability

**NIOSH:** National Institute for Occupational Safety and Health

**RPE:** Respiratory Protective Equipment

**PPE:** Personal Protective Equipment (measures that only protect the individual)
### Revision History

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<td>18 July 2018</td>
<td>New Wood Standard</td>
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<tr>
<td>1</td>
<td>28 February 2020</td>
<td>Updated to increase clarity across the business</td>
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<td>2</td>
<td>25 July 2022</td>
<td>Changed the name of the document to Health Protection Standards.</td>
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<td>Separated Medical Fitness and Health Surveillance into two different standards</td>
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<td>Renamed Medical Fitness to Fitness to Work.</td>
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<td>Changed name of Hygiene and Cleanliness Standard to Food, Water, and Personal Hygiene.</td>
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<td>Removed term mental health champion/first aid and replaced it with wellbeing champion.</td>
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<td>References of the new documents were added</td>
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