

TITLE: Medical Fitness Policy

DEPARTMENT: Rail Department

Meeting the medical fitness requirements indicates that a person is sufficiently medically fit to look after their own safety when on or near the line and this has to be verified in line with Network Rail Standard NR/L2/OHS/00124 and London Underground Standards S1548 Safety Critical Work - Category 1 Standard on Safety Critical Work (current issue) S1601 Management Arrangements to Assure Medical Fitness – Category 1 Standard on Medical Fitness (current issues). It shall not be assumed that the person concerned is medically fit to undertake safety critical work or engineering work on or near the line.

Network Rail Medical Requirements

Medical assessments are to meet the requirements of company standards NR/L2/OHS/00124. Medical assessments shall only be carried out by or under the supervision of a registered medical practitioner with experience of occupational medicine. Also have an understanding of the hazards of the trackside environment, and how lack of fitness could reduce the effectiveness of safety systems of work intended to control those hazards.

London Underground Requirements

A medical assessment for those working on LU will be carried out as per the requirements of S1601 Management Arrangements to Assure Medical Fitness – Category 1 Standard on Medical Fitness (current issues). Medical assessments shall only be carried out by or under the supervision of a registered medical practitioner with experience of occupational medicine. Also have an understanding of the hazards of the trackside environment, and how lack of fitness could reduce the effectiveness of safety systems of work intended to control those hazards.

For those with existing medical certification, this will be verified with LU Licensing Department, prior to employment as per the requirements of S1601 Management Arrangements to Assure Medical Fitness – Category 1 Standard on Medical Fitness (current issues)

Note: If it is identified that the current medical certification is not valid for the individual post /duties to be undertaken another assessment will be completed.

Periodic Medical Assessment

The Competence Spreadsheet will be monitored along with the Sentinel Database for NRMI PTS holders and the LU Licensing Department at regular intervals for medicals due to expire.

Periodic medical assessments falling due will be carried out by a company approved and Network Rail or London Underground (as applicable) approved medical assessment providers. These assessments will also include an Alcohol & Drugs test as per the requirements of Network Rail Standard NR/L1/OHS/051 (current issue) or London Underground Standard S1601 Management Arrangements to Assure Medical Fitness – Category 1 Standard on Medical Fitness (current issue).

The company will provide the medical assessment provider with the Competence Specific Medical Requirements for the individuals requiring assessment prior to the medical assessment taking place. The person to be medically assessed will be notified by telephone, email or by letter.

Sentinel Medical assessments will thereafter be carried out based on the age of the individual at the periodicity as detailed in NR/L2/OHS/00124 Competence Specific Medical Fitness Requirements (current issue).

If the fitness of the individual was to change during the intervening period, or there was any reason to doubt the individual's fitness to undertake their normal duties section 4.5 of this procedure would be followed.

London Underground Medical assessments will thereafter be carried out at 5 yearly intervals until age 65 when the assessments will be completed as detailed in Appendix C.

Again if the fitness of the individual was to change during the intervening period, or there was any reason to doubt the individual's fitness to undertake their normal duties section 4.6 of this procedure would be followed.

Where medical limitations are identified The Rail Manager has the responsibility to ensure that he and the candidate come to a clear understanding of the identified limitations. This will be documented as an instruction and signed by all appropriate parties to record understanding and acceptance as a declaration.

The candidate must report any medical conditions as advised by his/her own GP. It is the responsibility of the candidate to communicate his/her limitations to the rest of the working team All relevant medical records and documented restrictions will be held on the candidate's personal file, in line with the data protection act.

Randstad CPE have evaluated the requirements for introducing occupation health examinations for the company and have determined that with the frequency of medical examinations for meeting the requirements for work on NRMI and the pre requisite for individuals to complete a pre-employment medical self-certification form and inform the company of any change in their medical condition is sufficient for the activity, the process is as set out below:-

- Pre-employment medical questionnaires are completed prior to sponsoring individuals.
- Pre-employment or evidence of a current medical certificate indicating compliance with NR requirements and standards.
- On-going age related surveillance to the NR standard.
- Requirement for individuals to advise the company of any changes in their medical condition.
- An assessment is to be made when an individual is about to return to work after a period of absence due to illness or an operation to determine whether a return to work medical examination is required, this medical examination is to determine the person's ability to return to undertake normal duties required for the position held.
- Any medical practitioner requested to undertake the medical examination of an individual returning to work after a period of illness or an operation must be advised of the type of activity the person is employed to undertake e.g. manual labour, extensive walking requirement or working alone.

Any manager, supervisor or team leader must immediately report any suspicions or doubts regarding a workers health giving details of the concerns or issues.

Individuals are encouraged to advise their managers or supervisors of concerns they have regarding colleague's health or general wellbeing.

Where individuals are involved in the use of portable power tools that can vibrate an assessment by the Client should be made under the HAVS regulations.

Where portable power tools that can or do vibrate are used, regular checks by Clients should be made on anti-vibration devices, equipment, components or PPE as well as limiting times that an individual operates the equipment by assessment.

Rail Medical Arrangements

Prior to recruitment into Randstad CPE, any individual must obtain a Medical Certificate to confirm they meet the requirements set out in Network Rail Standard NR/L2/OHS/00124 and London Underground Standards S1548 Safety Critical Work - Category 1 Standard on Safety Critical Work S1601 Management Arrangements to Assure Medical Fitness – Category 1 Standard on Medical Fitness. It shall not be assumed that the person concerned is medically fit to undertake safety critical work or engineering work on or near the line. Where the individual is already employed by Randstad CPE, they must still have a “pre-employment” medical to ensure suitability for training.

Network Rail Medical Requirements

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New Sentinel cards received are cross referenced against the individuals’ medical certificate to ensure that medical restrictions are identified by a blue circle (for colour blindness) or a red triangle (must be accompanied due to medical restriction).

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All Medical Limitations Identified

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Prescribed and Over the Counter Medication

All PTS staff are responsible for informing the Rail Manager / Sentinel Coordinator of any changes to their medical condition. Where a member of Randstad CPE staff is taking medication, whether it be prescribed by a doctor / dentist/ nurse or bought over the counter, they should inform the Rail Manager / Sentinel Coordinator as soon as possible.

When notifying the individual should provide the following information:-

- Name of Medication
- Dosage
- Frequency of administration
- Side effects due to the medication (drowsiness, loss of concentration etc.)
- Timeframe of course of medication.

Randstad has in place a Chemist on Call Contract with an approved medical provider. This allows the company to contact the provider on the number identified on the Chemist on Call Certificate, to ascertain if the medication combined with the information above will affect the individual's ability to work safely. If it is identified that the medication will adversely affect the individual ability to work safely. They will be immediately stood down from work on any railway infrastructure and (where possible) deployed to other work.

Issuing Network Rail Track Visitor Permits to non PTS Holders

In certain circumstance it may be required to bring to site personnel or visitors who do not hold PTS certification. In these circumstances the company will undertake to bring these persons to site under the control conditions as defined in Network Rail Company Standard NR/L2/OHS/020 Track Visitors Permits.

Application for TVP will be undertaken using the Sentinel on-line system. This will be undertaken by the company's Sentinel Coordinator.

Persons required to work under a TVP are required to supply sufficient medical information to the Sentinel Coordinator to allow the TVP application form to be fully completed. This must include any medical restrictions the visitor is aware of at the time of completion.

The TVP allocation form once completed on line will be submitted to the Sentinel. If the form is accepted by the Sentinel it will be given a unique number. The form can then be printed off and issued to the Visitor.

When accessing NMRI the visitor must report to the site COSS who will issue the requisite PPE, deliver the safety briefing for the site and accompany the visitor at all times when on site. On completion of the visit the COSS will inform the Sentinel Coordinator who will then cancel the TVP by contacting Sentinel.