

**1. PURPOSE**

- 1.1 To ensure that the company has arrangements to monitor and maintain the fitness for duty of individuals who hold one or more of the competences listed on Sentinel, in accordance with the relevant Network Rail / TfI standards.
- 1.2 The arrangements to confirm that individuals are not impaired by alcohol and drugs are defined in Procedure P102.
- 1.3 The arrangements to confirm that individuals are not fatigued caused by excessive hours of work are defined in Procedure P105.

**2. RELATED DOCUMENTS**

- |     |   |       |                                 |
|-----|---|-------|---------------------------------|
| 2.1 | Rail Compliance Manual                          | M001  | Section 26                      |
| 2.2 | Procedures(s) No(s)                             | P114  | Control of Documents & Records. |
| 2.3 | Form(s) No(s)                                   | F3002 | Medical Self Declaration        |
|     |   | F3033 | Back to Work Interview          |
| 2.4 | Key Standards / Legislation<br>as specified in: | F3000 | Master Document List            |

**3. RESPONSIBILITY & SCOPE**

**3.1 Responsibility**

- 3.1.1 It is the responsibility of the Operations Manager to ensure that all staff both understand and comply with this Procedure and that it is maintained with up to date practices.
- 3.1.2 It is the responsibility of all staff to ensure that they are both familiar with this Procedure and that they are working to the current issue of documentation.
- 3.1.3 It is the responsibility of the Operations Manager to make any changes to this procedure in accordance with Procedure P114 Control of Documents & Records.

**3.2 Scope**

- 3.2.1 The requirements of this Procedure apply to all individuals for whom Logical Personnel Solutions are the Primary Sponsor under Sentinel Scheme Rules involved in operations on the rail infrastructure.

**4. PROCESS****4.1 New Starters**

- 4.1.1 All new employees/ sponsored individuals will be asked to complete an F3002 Medical Self-declaration Form. This may only be done once an offer employment has been made to the individual.
- 4.1.2 The form will be reviewed and held on file or referred to a RISQS approved medical provider for further review and action as appropriate.
- 4.1.3 A Sentinel pre-recruitment check of the applicant must be carried out via the Sentinel website, this will confirm whether the individual already has an existing, valid medical.
- 4.1.4 A medical assessment will be carried out by an approved medical provider against the requirements of the relevant Network Rail / TfL standards before any individual undergoes training for Sentinel Competencies the first time (except for Industry Common Induction).
- 4.1.5 The medical assessment will include an assessment of general health, eye sight, colour vision and hearing. It is the responsibility of the medical provider to carry out and record the medical assessments in accordance with the requirements of the relevant Network Rail / TfL standards.
- 4.1.6 If an individual normally uses contact lenses in order to meet the vision requirements, their manager must ensure that they are aware that they must carry spectacles of an equivalent prescription when on duty. Individuals are also required to notify their manager if they are having laser eye surgery.

**4.2 Periodic Examinations**

- 4.2.1 A medical assessment is thereafter carried out at intervals as required by the relevant Network Rail / TfL standards which define the required medical fitness levels for each rail competence and also the validity periods based on age. The medical level required for each competence can be found on Sentinel.
- 4.2.2 The maximum expiry date of medical certificates issued shall be:
- ten-yearly until aged 40;
  - five-yearly until the age of 65; and
  - renewed annually thereafter.

Shorter expiry dates may be issued for medical reasons.

- 4.2.3 An individual's medical fitness record on Sentinel will be checked to ensure they meet the required standard prior to attending courses for competencies recorded on the Sentinel cards.
- 4.2.4 Expiry dates of medicals will be monitored by the Operations Manager and re-examinations will be booked with a RISQS approved medical provider.

**4.3 Failure to meet medical levels**

- 4.3.1 Any individual failing to meet the requirements necessary to pass the medical will be required to stop work immediately and have their Sentinel card removed. This will be held pending further investigation/action(s). Sentinel and Network Rail / TfL will be notified accordingly.
- 4.3.2 Where the required medical fitness level is not met, the medical provider shall identify whether an alternative medical fitness level can be certified, with or without restrictions; or if no level of medical fitness can be certified.
- 4.3.3 Following advice from the RISQS approved medical provider, the appropriate action will be taken regarding an individual returning to work and assuming duties.

**4.4 Restrictions**

- 4.4.1 Where an individual does not fully meet the medical requirements, the medical provider might pass them as “fit with restrictions”. These restrictions will be determined by the medical provider and might be permanent or temporary. The medical provider might consult the individual’s line manager on restrictions.
- 4.4.2 Where an individual is certified as meeting a medical fitness level with restrictions, their manager shall:
- a. review the medical restrictions that apply and, if they require further information, seek the advice of the medical provider;
  - b. determine whether it is reasonably practicable to implement a safe system of work to allow the individual to hold the competency, having made reasonable adjustments in accordance with the Equality Act 2010; and
  - c. undertake a health risk assessment to enable a safe system of work to be implemented.
- 4.4.3 The safe system of work shall include the control measures to be put in place to mitigate the impact of any restrictions and must be communicated to the individual and others responsible for their safety. The individual’s manager is responsible for monitoring compliance with the safe system of work.
- 4.4.4 The details of the restriction will be recorded on the Sentinel Scheme Database.

**4.5 Medical assessment following illness, injury or change in personal circumstances**

- 4.5.1 If at any time there is any reason to doubt an individual’s fitness for work, the company shall refer the individual to a RISQS approved medical provider for assessment prior to resuming or continuing to work; regardless of whether the individual concerned has been absent from work.
- 4.5.2 In addition, following periods of absence caused by sickness, accident or incapacity, the individual’s line manager shall carry out a ‘Back to Work’ interview with the individual, which shall be recorded on F3033 Back to Work Interview form.
- 4.5.3 All personnel are responsible for ensuring that they inform their manager of any changes to their medical conditions or of any new medication they are taking as soon as the situation arises (on a confidential basis).
- 4.5.4 The F3002 Medical Self-Declaration will be completed annually by each Sentinel cardholder so that any changes in medical conditions can be reviewed.

**4.6 Health Surveillance**

- 4.6.1 Any requirement for health surveillance will be identified via risk assessments based on the activities that the individuals are undertaking. Where necessary an external occupational health specialist will be consulted, and health monitoring will be put in place as appropriate.

**4.7 Track Visitor Permits**

- 4.7.1 Should it be necessary for Logical Personnel Solutions to issue a track visitor permit in accordance with the relevant rail standards, a medical self-certification form shall be completed by the individual and reviewed and retained by the Operations Manager.

**4.8 Suppliers Arrangements for Medicals**

- 4.8.1 As part of the approved supplier / sub-contractor selection process, organisations supplying labour with a Sentinel competency shall be reviewed with regard to their arrangements for managing medicals. This shall be done by only using RISQS approved suppliers and by carrying out a Sentinel check on the individuals supplied.