

<i>HACCP</i> Europa.com	QUALITY SYSTEMS MANUAL	<i>Issue: 1</i>	<i>Ref No:</i>
		<i>Issued by:</i>	
	Medical Screening Management	<i>Approved by:</i>	
		<i>Issue date:</i>	
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SCOPE: This procedure applies to employees who are responsible for food handling.

PURPOSE: To describe the method and conduct of pre-employment medical screening which includes pre employment and candidates moving into a post requiring specific pre employment screening.

RESPONSIBILITY: It is the responsibility of the management to ensure that the following procedures are adhered to and understood by all relevant personnel and the personnel follow State or local health department requirements.

It is the responsibility of the line manager to identify those position appointees requiring a pre-employment health screen.

It is the responsibility of the HR function to ensure candidates are made aware of the need for a pre employment health screen and ensure the questionnaire is issued to them.

INSTRUCTIONS:

RATIONALE FOR PRE-EMPLOYMENT SCREENING

The purpose of the pre-employment medical is:

1. To identify physical and psychological problems which affect the ability of the candidate to carry out the proposed employment in a safe and effective manner
2. To advise the candidate if there are medical reasons why the duties of the position may not be suitable for the candidate.
3. To identify those adjustments to employment that may be required to enable the employee to perform the job to the standard required
4. To provide a baseline health profile for COSHH and other statutory health surveillance to measure and detect any health changes during employment

SCREENING PROCEDURE

Pre-employment Screening

1. Appointees for posts where there are specific medical standards must undergo a pre-employment screen.

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2. Types of pre-employment medical screen will fall into two categories:

Pre-employment Medical Questionnaire

For most jobs workers may be accepted on the completion of a pre-employment declaration of health (questionnaire) only.

Specific pre-employment questionnaires are required for certain special occupations

Special Pre-employment Medical Examination

Under some circumstances the candidate may need to be seen for a specific pre-employment medical examination:

1. Where there is a statutory requirement or specific medical standards which must be met (divers)
2. Where a baseline examination is required (persons with high exposure to noise or to respiratory sensitisers, laser workers)
3. Where the pre-employment questionnaire indicates a problem which requires further investigation

Examination by external medical practitioners

External Medical Practitioners (for example the candidate's General Practitioner) may be delegated to carry out the pre-employment medical screen if required for example by geographic constraints.

Pre-employment Forms

Pre-employment Health Questionnaires can be found on the Human Resources shared drive or from Occupational Health.

Conduct of Pre-employment Medicals.

1. Candidates should be informed if there is any problem with respect to their health which may be of relevance to their proposed work. Candidates must at all times be kept fully informed of the course of action to be taken including the content of

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- medical reports and recommendations made and their permission sought if their medical problems are to be discussed with the management of the employing.
2. If any new abnormality is found on examination, the candidate should be informed and permission sought to inform his/her General Practitioner.
 3. If further information on the candidate's state of health is required from his/her General Practitioner, he/she should be informed and consent to approach the General Practitioner obtained in writing.

POSTS REQUIRING PRE- EMPLOYMENT MEDICAL SCREENING

Substances hazardous to health

All candidates working with substances hazardous to health where exposure is not totally controlled must complete the appropriate COSHH health surveillance baseline questionnaire

Field work, soil work, exposure to sewage, agriculture and farm work

All workers in these areas must complete the specific questionnaire for health risks associated with field and agricultural work.

Vehicle Drivers

Drivers of large Lorries (category C) must by law meet the standards. Under this policy drivers of Category C1 and D1 vehicles (Medium sized Lorries, vans and Minibuses) should also meet this standard.

Drivers of heavy agricultural vehicles and industrial vehicles such as fork lift trucks should also normally meet this standard

Professional drivers of other vehicles including cars motor cycles and rider trucks or ride on mowers should meet the standards applicable to Group 1 vehicles

All persons who come under these categories must complete the pre employment screening questionnaire for vehicle drivers.

Food handlers

Restaurant and kitchen staff require a specific food handler's medical assessment and must complete the pre-employment screening questionnaire for food handlers

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Workers with declared medical problems

All candidates who have declared a significant medical problem as part of the application process should complete the pre-employment questionnaire and be referred to occupational health for assessment

Workers handling hazardous materials or substances

Where hazardous materials or substances are handled e.g. pesticides, post harvest treatments staff will have medical checks at a frequency based on the exposure of hazardous substances or materials.

MONITORING:

Regular audits / inspections of records must be in place to ensure that procedures are effective and working.

VERIFICATION AND RECORD KEEPING:

Regular audits / inspections of records must be in place to ensure that procedures are effective and working.

Internal audits records must be completed, which will include:

- non-conformances
- corrective action
- responsibility
- date of completion

RECORDS APPLIED TO THIS PROCEDURE:

- Internal Audit records

DOCUMENTATION RETENTION:

The records applied to this procedure are to be kept on file for a minimum of 3 years.