

## Management of Health and Well-being within the Rail Industry

This two day course is intended for line managers, supervisors, and safety professionals who have responsibility for, or involvement in, the health and well-being of employees as part of their day-to-day duties.

---

### Learning outcomes: at the end of the course delegates should be able to:

- Demonstrate an understanding of the importance of managing workplace health and well-being as well as identifying the tools, methods and specialist advice available
- Recognise common aspects of work that require to be managed to prevent harm or ill-health
- Recognise work factors that can result in musculoskeletal disorders (MSDs) and identify specific tools and methods for assessing and reducing MSD risks
- State the principles of prevention in managing common workplace health hazards including the role of health surveillance
- Identify legal and organisation guidance when assessing fitness to work including returning employees to work
- Understand the impact that drugs and alcohol misuse has on the ability to work and the workplace and to identify the principles of legal and organisation requirements in the management of drugs and alcohol
- Recognise work factors that can negatively affect mental health and identify tools and methods for assessing and reducing the risk to mental health
- Describe the benefit of health promotion to the organisation and employee and identify effective approaches to health promotion

---

## Programme

### (Day 1)

#### Element 1 – Context and principles of workplace health and well-being

##### 1.1 - Scope and nature of health and well-being at work including

- Introduction to occupational health in the Rail sector including RSSB Occupational health roadmap and ORRs' occupational health programme 2014 to 2019.
- Overview of the health and safety and employment legislation which impacts of workplace health and well-being
- Impact and influencing factors of poor health on industry- *reference to costs on occ.health, reference to the Bridget Juniper report.*
- Changes to ways of working and effect this has on health and well-being

##### 1.2 - Roles of key personnel who are or should be involved in the management of health and well-being

- ❖ Line manager
- ❖ Senior management team
- ❖ Human resources

- ❖ Occupational health nurse
- ❖ Health & Safety manager
- ❖ Union or staff representatives
- ❖ Physiotherapists
- ❖ Occupational hygienists
- ❖ Ergonomists
- ❖ Psychologists and counsellors

(Recommended tuition hours not less than 2 hours)

## **Element 2 – Effects of work on health and means of prevention (excluding psychological issues)**

### **2.1 - Common work place hazards and the effect on health**

- ❖ Vibration
- ❖ Noise
- ❖ Biological Hazards
- ❖ Hazardous substances - dust, bugs, fumes, chemicals.

### **2.2 – Risk assessment and hierarchy of controls in the management of health hazards**

- ❖ Risk assessing to identify control arrangements
- ❖ Principles of prevention- hierarchy of control
- ❖ Health surveillance – managing and monitoring programmes
- ❖ Fitness to work standards

### **2.3 Preventing work related musculoskeletal disorders**

- ❖ Identify the main types and causes of musculoskeletal disorders
- ❖ TILE and equipment and psychosocial risk factors
- ❖ Principles for the assessment and control of risk of musculoskeletal injury in the workplace
- ❖ Work place set up

(Recommended tuition hours not less than 4 hours)

## **(Day 2)**

## **Element 3 – Effects of health on work, including health behaviours, and means of managing and reducing the effect through assessment and adjustment**

### **3.1 - Management of substance abuse including, legal and illegal drugs and alcohol**

- ❖ Identification of main substances commonly abused
- ❖ Recognise signs of substance abuse
- ❖ Drugs and alcohol policy including testing and disciplinary
- ❖ Driving for work

### **3.2 – Managing employees return to work including phased return and reasonable adjustments**

- ❖ Definition of disability

- ❖ Equality Act – Industry assessment (*IOSH guidance*) provides template. *TU event pack.*
- ❖ Definition of reasonable adjustments
- ❖ Managing phased return to work

(Recommended tuition hours not less than 2 hours)

#### **Element 4 – Work factors affecting mental health**

##### **4.1 – Common types of mental health disorders**

- ❖ Effects on employees of stress in the workplace
- ❖ Principles of managing and supporting individuals with mental health problems

##### **4.2 – Characteristics of work factors that can negatively affect mental health**

- ❖ Shift working and associated psychosocial effects
- ❖ Remote and lone working
- ❖ Organisational culture

##### **4.3 – Assessment of work related stress risks**

- ❖ HSE Stress management standards

(Recommended tuition hours not less than 2 hours)

#### **Element 5 – Affecting health behaviours through work**

##### **5.1 – Workplace health promotion of positive health behaviours**

- ❖ Health and lifestyle behaviours
- ❖ Workplace health promotion strategies

(Recommended tuition hours not less than 1 hour)

#### **End of course assessment**

#### **Next steps personal action plans**