

GUIDANCE

AIM:

The objective of the matrix is to encourage our contracts to raise standards with regard to the management of health & wellbeing on site. It is NOT an assurance process. It is a tool to assist the site team to identify how to manage occupational health and promote wellbeing by providing a set of leading indicators which will assess a site's overall occupational health culture and maturity.

HOW IT WORKS:

The matrix consists of three standards - Bronze, Silver & Gold, all of which have a question set under the headings of Workplace, People & Wellbeing.

BRONZE: In order to achieve Bronze standard, projects need to meet legal and Costain standards

SILVER: For Silver standard, projects need to maintain bronze standard and provide evidence that they are exceeding Costain/legal standards

GOLD: For Gold standard, projects need to maintain bronze and silver standards and demonstrate excellence & innovation

The standards will not be scored, it will be a case of answering YES or NO to each question and projects will need to provide evidence that they meet the requirements of all 12 questions at each level in order to achieve each standard.

This document has four pages in total. The front page (this one) comprises the Guidance and the matrix itself - which contains all questions and all standards. There is then a page for each standard with further guidance on each question and space for detailing the supporting evidence.

The matrix will be issued to projects. The Contract Leader will then nominate staff (e.g. SHE Advisor/Manager & health champion) to review the requirements for Bronze standard, propose & implement actions to address any shortfalls and then start putting together evidence. Once the project are happy that they are meeting all the requirements of Bronze standard and have gathered together suitable evidence, they should inform their Sector SHE Manager who will arrange for an independent person to visit site, review the evidence and verify that the site is meeting the standard. A bronze award will then be provided.

The same process will then apply to Silver & Gold standard.

Following the attainment of each standard, a trophy will be presented which can be displayed on site.

Support from the Central SHE Department will be available to assist sites when required.

PROJECT MATRIX

| Topic | | WORKPLACE | PEOPLE | WELLBEING |
|----------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Award Category | | Minimum H&W standards implemented in line with the Costain Way | | |
| BRONZE | 1 | HEALTH & WELLBEING / HR POLICIES DISPLAYED | SAFETY CRITICAL MEDICALS COMPLETED & IN DATE FOR ALL RELEVANT PERSONNEL | EMPLOYEE ASSISTANCE PROGRAMME BEING PROMOTED |
| | 2 | PROJECT HASEMP PART C - COMPLETED | DRUGS & ALCOHOL TESTING COMPLETED AT INDUCTION | ALL SITE STAFF HAVE ACCESS TO A TRAINED MENTAL HEALTH FIRST AIDER |
| | 3 | HEALTH & WELLBEING CHAMPION APPOINTED | WORKERS AWARE OF RISKS TO HEALTH | WELLBEING MEDICALS PROMOTED & OFFERED TO ALL NON SAFETY CRITICAL STAFF EVERY 2 YEARS AND TO SAFETY CRITICAL WORKERS WHERE THE FREQUENCY OF THEIR S/C MEDICAL EXCEEDS 2 YEARS |
| | 4 | ALL TASK RISK ASSESSMENTS IDENTIFY RISKS TO HEALTH. SPECIFIC HEALTH RISK ASSESSMENTS IN PLACE WHERE REQUIRED, E.G. COSHH / DUST / HAV / MANUAL HANDLING. | HEALTH SURVEILLANCE IN PLACE WHERE APPROPRIATE | DEFIBRILLATORS IN PLACE AND ADEQUATELY MAINTAINED. BLOOD PRESSURE TESTING KITS AVAILABLE & CHECKS OFFERED TO ENTIRE WORKFORCE |
| | | Project is exceeding minimum standards set out in the Costain Way | | |
| SILVER | 1 | OCCUPATIONAL HEALTH INSPECTIONS BEING CARRIED OUT | FORMAL CONSULTATION WITH THE WORKFORCE ON HEALTH & WELLBEING ISSUES | FLU VACCINATIONS OFFERED TO STAFF |
| | 2 | VISIBLE LEADERSHIP BY SENIOR MANAGEMENT | PROCEDURE TO MONITOR WORKER FATIGUE IN PLACE & BEING IMPLEMENTED | HEALTH AND WELLBEING CAMPAIGN CALENDAR IN PLACE |
| | 3 | PSYCHOLOGICAL RISKS INCLUDED IN RISK ASSESSMENTS & SUITABLE CONTROLS IN PLACE | SYSTEM IN PLACE TO ENABLE THE WORKFORCE TO RAISE CONCERNS RELATING TO HEALTH & WELLBEING | STRESS AND MENTAL HEALTH AWARENESS TRAINING CARRIED OUT |
| | 4 | BEST PRACTICE (OVER & ABOVE LEGAL/COSTAIN STANDARDS) SHOWN IN THE MANAGEMENT OF HEALTH ISSUES ON SITE | SUPERVISORS AND MANAGERS TRAINED IN THE MANAGEMENT OF HEALTH RISKS | PROVISION FOR SMOKE FREE ENVIRONMENT OVER & ABOVE LEGISLATIVE REQUIREMENTS. |
| | | Project is demonstrating excellence & innovation in the management of health & wellbeing issues | | |
| GOLD | 1 | HEALTH & WELLBEING KPI'S ESTABLISHED | SICKNESS AND REHABILITATION MANAGEMENT IN PLACE | PRACTICAL HEALTH & WELLBEING INITIATIVES BEING IMPLEMENTED |
| | 2 | HEALTH & WELLBEING STANDARDS OF KEY SUBCONTRACTORS ON SITE MONITORED | SICKNESS / ILL HEALTH STATISTICS PRODUCED AND ANALYSED FOR TRENDS | SLEEP PATTERNS OF STAFF REVIEWED |
| | 3 | HEALTH & WELLBEING ASPECTS CONSIDERED IN CONSTRUCTION DESIGN | COMPEHENSIVE EDUCATION PROGRAMME IN PLACE FOR ALL PROJECT STAFF INCLUDING SUPPLY CHAIN | STRESS RISK ASSESSMENTS BEING CARRIED OUT & ACTION PLAN IN PLACE |
| | 4 | INNOVATION IN THE MANAGEMENT OF HEALTH ISSUES ON SITE | INNOVATION WITH REGARD TO THE HEALTH OF WORKERS | INNOVATION IN THE PROMOTION OF WELLBEING |

| BRONZE MATRIX | | | | |
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| ITEM. | TOPIC | BRONZE STATEMENTS | EVIDENCE | Acceptable Y/N |
| WORKPLACE | | | | |
| 1 | WORKPLACE | Are all the Health and Wellbeing Polices displayed in a communal area that is visible to all staff and supply chain | Insert Evidence Text Here. | YES/NO |
| 2 | | Has Part C of the project HASEMP been completed to a satisfactory standard, is it project specific and does it cover the relevant aspects of health on the project? | Insert Evidence Text Here. | YES/NO |
| 3 | | Has a health & wellbeing champion been appointed, has the project established a set of roles and responsibilities for the champion - provide name. Evidence would be a copy of the formal appointment letter (SHE-T-272). | Insert Evidence Text Here. | YES/NO |
| 4 | | Do all Risk Assessments identify risks to health and provide adequate control measures including health surveillance where appropriate? Can the project demonstrate specific OH Risk Assessments are in place where required e.g. COSHH / Dust / Noise / HAV / Manual Handling? Provide examples. Are suitable control measures in place where risks to health cannot be eliminated e.g. Face fit testing for workers exposed to dust who are required to wear tight fitting masks, hearing protections zones in place where noise levels are at or exceed 85dB, on-tool extraction or water suppression in place for all high risk activities such as scabbling, chasing concrete, raking mortar and cutting/drilling into concrete using cut off saws and power tools. Provide examples for Costain and the supply chain. | Insert Evidence Text Here. | YES/NO |
| PEOPLE | | | | |
| 1 | PEOPLE | Is there evidence that all safety critical staff have in date Fitness for Work certificates and that there is a robust system in place to ensure that follow up medicals are not missed. Evidence could be a in the form of a register. | Insert Evidence Text Here. | YES/NO |
| 2 | | Can the project demonstrate that all staff and the supply chain have undertaken a drugs and alcohol test at induction? | Insert Evidence Text Here. | YES/NO |
| 3 | | Are workers aware of the risks to their health? Are Supervisors informing workers of the health risks associated with their task and the control measures in place to protect them during Start of Shift Briefings? Is there evidence of Tool Box Talks being delivered to the workforce on relevant health issues? | Insert Evidence Text Here. | YES/NO |
| 4 | | Is there evidence that health surveillance is in place where required, e.g. Vibration, noise, respiratory, skin. | Insert Evidence Text Here. | YES/NO |
| WELLBEING | | | | |
| 1 | WELLBEING | The Employee Assistance Programme (EAP) is available to all Costain staff, partners/family members and employees of supply chain partners working on the site. Is the EAP included in all project inductions? Are the EAP posters and the monthly flyer from Health Assured on display on notice boards and discussed at the relevant forums or team briefings? Evidence could be in the form of photos of notice boards, the induction slides, meeting minutes or presentations | Insert Evidence Text Here. | YES/NO |
| 2 | | Do all site staff have access to a trained Mental Health First Aider? Are all staff aware (i.e. name(s) of individual(s) publicised on notice boards, at inductions etc) | Insert Evidence Text Here. | YES/NO |
| 3 | | Are wellbeing medicals being actively promoted and offered to all non-safety critical staff every two years? Are all safety critical workers whose frequency for safety critical medicals exceeds two years being offered a wellbeing medical in the intervening period? | Insert Evidence Text Here. | YES/NO |
| 4 | | Are defibrillators in place & adequately maintained (quarterly checks required). Are blood pressure monitors in place and BP checks offered to the entire workforce? | Insert Evidence Text Here. | YES/NO |

HEALTH AND WELLBEING MATURITY MATRIX

SILVER MATRIX

| ITEM. | TOPIC | SILVER STATEMENTS | EVIDENCE | Acceptable Y/N |
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| WORKPLACE | | | | |
| 1 | WORKPLACE | Is there evidence that the project is completing monthly OH inspections? Evidence would be examples of Contract Targeted Risk Monitoring inspections relating to Health & Wellbeing issues. | Insert Evidence Text Here. | YES/NO |
| 2 | | Is there evidence to demonstrate visible leadership from senior managers on the project. This could be via Directors health engagement tours, inspections, surveys, presentations and emails. | Insert Evidence Text Here. | YES/NO |
| 3 | | Is there evidence that psychological health risks (i.e. stress/fatigue) are identified in task risk assessments and suitable control measures implemented and monitored for effectiveness? Is data reviewed by senior management? | Insert Evidence Text Here. | YES/NO |
| 4 | | Can the project demonstrate best practice in the management of health issues on site (e.g. use of industrial vacuum cleaners in place of manual sweeping, use of mechanical lifting aids in place of manual handling) | Insert Evidence Text Here. | YES/NO |
| PEOPLE | | | | |
| 1 | PEOPLE | Is there evidence to demonstrate that the project is actively engaging with staff and the supply chain on health issues via a formal consultation process? Suitable evidence would be Agendas and Minutes of meetings where actions are assigned to owners, tracked, closed out and information fed back at the next meeting. | Insert Evidence Text Here. | YES/NO |
| 2 | | Is there evidence that the project has completed fatigue risk assessments as part of a fatigue management plan and is the RA and plan being implemented? The plan should consider working hours, travelling time & rest time between shifts. | Insert Evidence Text Here. | YES/NO |
| 3 | | Is there a mechanism that allows staff and the supply chain to publicly or privately air concerns with regard to health and wellbeing on the project? Can the project demonstrate that these concerns are recorded, trended, actioned and information fed back to the workforce? Examples of suitable evidence would be a log and a "You Said, We Did" board. | Insert Evidence Text Here. | YES/NO |
| 4 | | Have Supervisors and managers received training (over and above what would normally be expected for their role) in identifying and managing key physical health risks as part of the risk assessment process and site inspections relevant to their work area? Examples of suitable training would be the one day Health & Wellbeing in Construction course for Supervisors & Health Champions (which can be arranged through the Costain L&D Dept) or Responsible Person skin training delivered by an OH nurse. | Insert Evidence Text Here. | YES/NO |
| WELLBEING | | | | |
| 1 | WELLBEING | Does the project offer annual flu vaccinations to site staff? | Insert Evidence Text Here. | YES/NO |
| 2 | | Does the project have a Health & Wellbeing campaign calendar in place and is there evidence that it is being implemented? Evidence will be presentations, photographs, TBTs, signed delegate attendance sheets and meeting minutes. | Insert Evidence Text Here. | YES/NO |
| 3 | | Can the project demonstrate that training has been delivered to staff and the supply chain on stress and mental health? Is there literature available for staff and the supply chain to assist with making them aware of possible symptoms and where to go for help? | Insert Evidence Text Here. | YES/NO |
| 4 | | Has the project made provision for a smoke free environment which is over & above legislative requirements? Is information available to project staff on smoking cessation advice and support services (example could be an on-site stop smoking clinic)? Has provision been made for smokers of e-cigarettes, e.g. specific shelters away from communal areas. | Insert Evidence Text Here. | YES/NO |

HEALTH AND WELLBEING MATURITY MATRIX

| GOLD MATRIX | | | | |
|------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------|
| ITEM. | TOPIC | GOLD STATEMENTS | EVIDENCE | Acceptable Y/N |
| WORKPLACE | | | | |
| 1 | WORKPLACE | Has the project established Health & Wellbeing Key Performance Indicators that are reviewed at contract SHE & Management meetings. Are the KPIs monitored and action taken where performance falls below the target. | Insert Evidence Text Here. | YES/NO |
| 2 | | Has the project reviewed the health & wellbeing performance of the key contractors on site against the Costain Occupational Health Standard for Tier 1 contractors? (Evidence of an annual or bi-annual review would be required) | Insert Evidence Text Here. | YES/NO |
| 3 | | Is there evidence that Health & Wellbeing aspects have been considered in the design of the project? Evidence could be through Designer workshops or drawings. | Insert Evidence Text Here. | YES/NO |
| 4 | | Has the project implemented innovation relating to the management of health issues in the workplace? | Insert Evidence Text Here. | YES/NO |
| PEOPLE | | | | |
| 1 | PEOPLE | Can the project provide evidence that return to work interviews are being carried out following a sickness absence from a member of staff. Where longer term sickness absence has occurred, what evidence can the line managers provide to show they have pro-actively worked (with HR/Occupational Health input as appropriate) to rehabilitate those individuals by means of return to work plans including temporary adjustments to duties/working hours. | Insert Evidence Text Here. | YES/NO |
| 2 | | Are statistics relating to ill health and sickness absence being recorded and reviewed by project management. Are any trends/organisational hotspots being identified and the data used when drawing up/reviewing health & wellbeing priorities? | Insert Evidence Text Here. | YES/NO |
| 3 | | Does the project have evidence of an education programme in place which covers both work and non work related health & wellbeing and is available to all project staff including the supply chain? This could include visits from HR professionals, occupational health nurses, health organisations or charities. | Insert Evidence Text Here. | YES/NO |
| 4 | | Has the project implemented innovation relating to the health & wellbeing of the workforce? | Insert Evidence Text Here. | YES/NO |
| WELLBEING | | | | |
| 1 | WELLBEING | What practical Health & Wellbeing initiatives are being implemented on the project. A weekly fruit bowl is expected to be in place as a minimum at Gold standard. | Insert Evidence Text Here. | YES/NO |
| 2 | | Can the project demonstrate that it has considered sleep hours and quality of sleep of staff as part of the Fatigue Management Plan and analysed the data? (Evidence could be trials using readibands, staff surveys/questionnaires and resulting anonymised data) | Insert Evidence Text Here. | YES/NO |
| 3 | | Have stress risk assessments based on the HSE's Management Standards been carried out? Has an action plan been developed which addresses any organisational issues identified by the stress RA and has the plan been communicated to the workforce? | Insert Evidence Text Here. | YES/NO |
| 4 | | Have any innovations with regard to the promotion of wellbeing been implemented? | Insert Evidence Text Here. | YES/NO |