



ADvTECH Group Group OHS Policy Document

POLICY NAME	HEALTH AND WELLNESS POLICY – OHS 4.3.1-03
POLICY EFFECTIVE DATE	13 January 2017

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PURPOSE

The aim of this policy is to outline the ADvTECH health and wellness programme which promotes a wellness culture that recognises the importance of access to professional health care services for staff.

SCOPE

The standard applies to all ADvTECH Group sites.

DEFINITIONS, REFERENCES AND ASSOCIATED DOCUMENTS

OHSAS 18001 Element 4.3.1-03 - Hazard identification and Risk Assessment

RESPONSIBILITIES AND AUTHORITY

The Managing Director together with the Business Unit Head of each Brand/Site is responsible for ensuring that this policy is implemented at their respective sites.

PROVISIONS

All staff can access limited trauma counselling at company expense with the support of their managers as required.

Wherever practical annual wellness days are held for staff to enable screening for health conditions that may have chronic impacts. These include blood glucose screening, eye screening, cholesterol screening and body mass index.

Health education is provided.

Managers are required to focus on ensuring that the work environment in which the staff operate meets OHS standards and that the climate is conducive to positive work and interaction.

Staff members have the option of being a member of a medical aid. Sessions are held annually for members to gain more information on the scheme and to deal with queries.

RECORDS

Due to confidentiality of medical records, no health and wellness records are kept by ADvTECH.

REVISIONS

Rev No.	Approved Date	Nature of Revision	Recommended By
00	13 January 2017	New Document	M White