



HSE Pack

June

ANNUAL OCCUPATIONAL HEALTH SURVEILLANCE

Empowering Safety Interventions 2026

Your Health – One Life



Do you agree that work should not make you ill and reduce your quality of life or life expectancy?



Health and Safety Law

What you need to know

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.



What employers must do for you

- 1 Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
- 2 In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
- 3 Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
- 4 Free of charge, give you the health and safety training you need to do your job.
- 5 Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.
- 6 Provide toilets, washing facilities and drinking water.
- 7 Provide adequate first-aid facilities.
- 8 Report major injuries and fatalities at work to our Incident Contact Centre on **0345 300 9923**. Report other injuries, diseases and dangerous incidents online at www.hse.gov.uk.
- 9 Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
- 10 Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.



What you must do

- 1 Follow the training you have received when using any work items your employer has given you.
- 2 Take reasonable care of your own and other people's health and safety.
- 3 Co-operate with your employer on health and safety.
- 4 Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.



If there's a problem

- 1 If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.
- 2 You can also look at our website for general information about health and safety at work.
- 3 If, after talking with your employer, you are still worried, you can find the address of your local enforcing authority for health and safety and the Employment Medical Advisory Service via HSE's website: www.hse.gov.uk.

Employers have a **Moral & Legal Duty** to help minimise your exposure to harm in any workplace.

As Employees, we all work in an environment which includes things often described as “Industrial Agents” these have the potential to permanently affect our health and long-term quality of my life.

At some point in our careers, we are likely to be exposed to one or more Industrial Agents.

These industrial agents are minimised and controlled wherever possible; however, due to the nature of our worksites, they are often still present (e.g. noise).

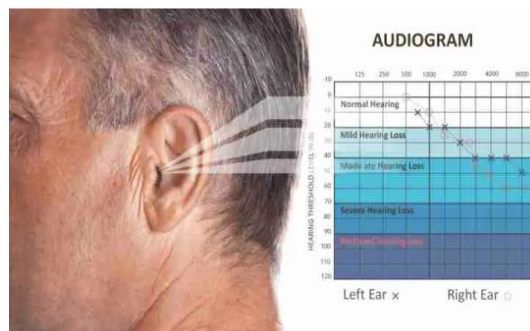
As part of that management, we need to support **you** through health surveillance to ensure there is no over exposure or health deterioration.

How Exposure Can Affect Your Health – *Permanently*



These are examples of how exposure to industrial agents can impact your health over time, sometimes permanently.

<u>Long-Term / Permanent Effects</u>	<u>Early Signs / Sensitivity</u>
<i>Conditions may be irreversible and lifelong</i>	<i>Early symptoms that may worsen with continued exposure</i>
HAVS	Dermatitis
Noise-Induced Hearing Loss	Mental Health
Industrial Asthma	
Asbestosis	



Health surveillance helps identify issues early and prevent long-term damage.

What is Health Surveillance?



Health surveillance is a legal requirement under UK Health & Safety legislation. It ensures that individuals are appropriately monitored based on the risks associated with their role, with requirements determined by task-specific risk assessments and potential exposure.

How it's determined

- Based on risk assessments of roles and activities
- Supported by an Occupational Health Provider ("appointed doctor")
- Informed by medical advice and HSE guidance

The PBS Approach

- A structured Health Surveillance Matrix defines requirements by role
- Developed using operator occupational health risk assessments (varying by asset)
- Verified by TAC to ensure accuracy and suitability

Who's involved

TAC Medics / Operator HSE Superintendents / PBS Site Representatives

OCCUPATIONAL HEALTH MATRIX												
Site	Position (Similar Exposure Groups)	SEG	Noise - Baseline Audiology - Followed by Annual Questionnaire	Respiratory - Baseline Spiro Test followed by Annual Questionnaire	Skin - Baseline Questionnaire - Followed by Annual Questionnaire	Hand Arm Vibration - Baseline Questionnaire - Followed by Annual Questionnaire	Night Shift - Baseline Questionnaire - Followed by Annual Questionnaire - May or may not include Night Shift	Nickel/Chromium/Nielsen - Initial Urine Sample (Optional)	High Noise A - Baseline Questionnaire at 6 months interval - Optional - See High A List	Display Screen Equipment - Self Assessment Questionnaire - May or may not require DSE	PPV (Pneumococcal Polysaccharide Vaccination) - Bright Green Vaccination - Optional	
Ailsa	SEG A Office/Managerial											
	GMOC Support Team Leader	SEG 1	X								X	
	SEG Accommodation											
	Materials Controller	SEG 1	X								X	
	SEG Deck Crew											
	GMOC Service Lead	SEG 1	X									X
	Deck Operator	SEG 2	X		X		X					
	Deck Crew/Motorman	SEG 5	X	X	X	X	X					
	LOLER Competent Person	SEG 1	X									X
	SEG Operations											
	Operations/Production Technician	SEG 3	X	X	X	X	X					
	HSPD	SEG 3	X	X	X	X	X					
	SEG Techs Inst/Elec											
	Lead Electrical & Instrument Technician	SEG 4	X		X		X					
	Electrical Supervisor	SEG 4	X		X		X					
	Electrical Technician Apprentice	SEG 4	X		X		X					
	Electrical RPE	SEG 4	X		X		X					
	Electrical Technician	SEG 4	X		X		X					
	Instrument Technician	SEG 4	X		X		X					
	SEG Mechanical Techs											
	Lead Mechanical & Operations Technician	SEG 5	X	X	X	X	X	X	X	X	X	
	Motorman/Deck Crew	SEG 5	X	X	X	X	X	X	X	X	X	
	Mechanical Technician	SEG 5	X	X	X	X	X	X	X	X	X	
	SEG Scaffolders											
	Scaffolder Advanced Foreman	SEG 6	X		X							
	Scaffolder Advanced Chargehand	SEG 6	X		X							
	Scaffolder	SEG 6	X		X							
Alwyn	SEG A Office/Managerial											
	GMOC Site Team Leader	SEG 1	X									X
	GMOC Support Team Leader	SEG 1	X									X
	Maintenance Coordinator	SEG 1	X									X
	Mechanical Offshore Work Preparator	SEG 1	X									X
	SAP Analyst	SEG 1	X									X
	Construction Supervisor	SEG 1	X									X
	Engineering Project Manager	SEG 1	X									X
	Project Engineer	SEG 1	X									X
	Field Engineer	SEG 1	X									X
	Services Team Lead	SEG 1	X									X
	AIG/Fabric Maintenance Coordinator	SEG 1	X									X
	Maintenance Coordinator	SEG 1	X									X
	HSE Coordinator	SEG 1	X									X
	Site Team Leader	SEG 1	X									X
	PM Supervisor	SEG 1	X									X
	SEG Accommodation											
	Materials Controller	SEG 1	X									X
	SEG Deck Crew											
	Deck Foreman	SEG 2	X		X		X					X
	Deck Foreman/Materials Controller	SEG 2	X		X		X					X
	Deck Operator	SEG 2	X		X		X					X
	Rigger	SEG 2	X		X		X					X
	LOLER Competent Person	SEG 1	X				X					X
	SEG Operations											
	Production Technician	SEG 3	X	X	X		X	X				
	Production Operator	SEG 3	X	X	X		X	X				
	Operations Technician	SEG 3	X	X	X		X	X				
	SEG Techs Inst/Elec											
	Electrical Foreman	SEG 4	X		X		X					X

Our Compliance & Assurance



Why this is important

- Occupational health surveillance is a **legal requirement**
- Subject to **external compliance audits**
- Ensures risks to health are identified and managed

Who may audit this

- Health and Safety Executive (HSE)
- The client/operator
- Occupational Health provider
- Or a combination of all three

Our approach

- Based on the PBS Occupational Health Matrix and Procedure
- Defines requirements based on role and exposure
- Delivered through a structured process (questionnaire, assessment, follow-up)

Our Target

Industry compliance typically >70%

PBS target: 80% compliance



PUK-HSE-PRO-0010 – Occupational Health Surveillance Procedure, Process Map and Matrix.

OCCUPATIONAL HEALTH MATRIX									
Site	Position (Site)	Assessed by	Assessed on	Followed up by	Followed up on	Reviewed by	Reviewed on	Assessed by	Assessed on
Ailsa	GMOC Support Team Lead								
	Maintenance Controller								
	GMOC Services Lead								
	Deck Operator								
	Deck Crew/Foreman								
	LOLER Competent Person								
	Operations/Production								
	Lead Electrical & Instrument								
	Electrical Supervisor								
	Electrical Technician App								
	Electrical NPE								
	Electrical Technician								
	Instrument Technician								
	Lead Mechanical & Operator								
	Foreman/Deck Crew								
Alwyn	Mechanical Technician								
	Scaffolder Advance								
	Scaffolder Advanced Ch								
	Scaffolder								
	GMOC Site Team Leader								
	GMOC Support Team Lead								
	Maintenance Coordinator								
	Mechanical Offshore W								
	SAP Analyst								
	Construction Supervisor								
	Engineering Project Man								
	Project Engineer								
	Field Engineer								
	Services Team Lead								
	A/C/Public Maintenance								



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OCCUPATIONAL HEALTH SURVEILLANCE PROCEDURE

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Reference: PUK-HSE-PRO-0010
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1 Scope & Purpose

SCOPE

Occupational Health Surveillance is legal requirement for employers to ensure that all workers which may be exposed to health harm from the workplace have suitable hazard identification, mitigation and ongoing health surveillance throughout their employment.

This procedure outlines the Occupational Health Surveillance requirements for all operated sites and specifically to ensure legal compliance with:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999, Regulation 6
- Control of Substances Hazardous to Health (COSHH) Regulations 2002, Regulation 11
- Control of Noise at Work Regulations 2005, Regulation 9
- Control of Vibration at Work Regulations 2005, Regulation 7
- Control of Asbestos Regulations 2012, Regulation 22
- Ionising Radiations Regulations 2017, Regulation 25

This procedure applies to all locations where COMPANY employees are working, both on and offshore.

Health surveillance is a process and monitoring tool used to ensure the effectiveness of control measures put in place to minimize identified risks present in the workplace by checking for any signs of work-related ill health in those who are exposed to particular risks.

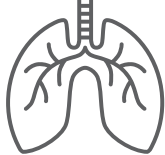
The objective of Employer health surveillance procedure is to:

- Protect the health of COMPANY employees by the early detection of any adverse changes to health
- Establish baseline parameters for all new employees who are likely to be exposed to the identified hazards
- Increase awareness amongst COMPANY employees of the risks of exposure and provide information on appropriate risk prevention.

Health Surveillance: Legal Requirements



Surveillance requirements are defined by UK legislation and applied based on role-specific risks.

Legislation	Surveillance Requirement
 The Control of Noise at Work Regulations 2005	• Hearing test (audiometry) • Follow-up if required - review or referral - dependent upon category of hearing loss (categories explained later)
 The Control of Substances Hazardous to Health (COSHH) Regulations 2002	• Skin surveillance questionnaire, followed up by dermatology referral if required • Respiratory surveillance (lung function test in-person)
 The Control of Vibration Regulations 2005	• HAVS questionnaire • Tiered referral if required (tiers explained later)
 HSG256 Managing Shift Work	• Night worker assessment questionnaire • Referral where identified
Display Screen Equipment Regulations 1992	• Initial questionnaire • Occupational health referral

There are other regulations for Health Surveillance, such as Control of Asbestos Regulations, Ionising Radiation Regulations, but TAC has advised that PBS does not fall into these categories within this contract.

HAVS Tiered Surveillance & Referral Process



Tier 1: Initial Assessment



1. Completed before working with vibrating tools
2. Questionnaire completed by employee
3. Reviewed by Occupational Health

Tier 2: Ongoing Monitoring



1. Annual questionnaire for exposed personnel
2. Identifies early signs or symptoms
3. Further assessment triggered if symptoms are reported

Tier 4: Diagnosis



1. Assessment by a HAVS-qualified doctor
2. Detailed examination of symptoms and function
3. Includes vascular and neurological testing
4. Advice provided on exposure limits and ongoing surveillance

Tier 3: Clinical Assessment



1. Conducted by a HAVS-qualified nurse
2. Detailed medical history and clinical testing
3. May recommend temporary exposure adjustments
4. Escalated to Tier 4 if required

Confirmed HAVS diagnosis at Tier 4 is reportable under RIDDOR.

Hearing Test (Audiometry) Categories



Similar to HAVS tiered surveillance, audiometry is **assessed in categories**.



Category 1

Acceptable
Hearing

Category 2

Mild Hearing
Impairment

Category 3

Poor Hearing

Category 4

Rapid Hearing
Loss

Unilateral Hearing Loss

One ear has reduced
or no hearing, while
other ear functions
normally

What to Expect



How You'll Be Contacted

You'll receive a questionnaire

- Sent via the TAC Occupational Health Portal
- Issued by PBS OH Coordinator or directly from TAC
- Takes only a few minutes to complete
- Returned directly to TAC for review

Based on OH risk assessment
(e.g. skin, HAVs, night shift)

When You May Need To Attend

You may be asked to attend a clinic

- For audiometry or respiratory – this is defined by OH risk assessment
- Appointment arranged by PBS OH Coordinator
- Local clinic where possible (e.g. TAC Aberdeen or network clinic)

Usually annually, unless additional review is required

Follow-Up / Recalls

Further appointments (if required)

- Based on clinical review
- May include face-to-face consultation with an OH Doctor
- Important for confirming diagnosis and support

 **Please attend all appointments**
Your Health Matters.