

MHSWR 1999 reg 6: health surveillance where the risk assessment says it is appropriate; COSHH 2002 reg 11, the Control of Vibration at Work Regulations 2005 reg 7 and the Control of Noise at Work Regulations 2005 reg 9 say when; the health record is held under the Data Protection Act 2018 and UK GDPR, apart from the clinical record the provider keeps. The assessor asks whether the business knows which of its people are exposed to what, who the provider is, and whether surveillance is actually happening — and asks about drugs and alcohol, lone working and mental health. This sheet is the arrangement and points to the documents that do the work: the register and programme KD-OH-HS-001, the assessments KD-OH-HV-002 and KD-OH-NA-003, the RPE register KD-OH-RP-004, the skin check KD-OH-SK-005, the drug and alcohol policy statement KD-OH-DA-006, the lone-working assessment KD-OH-LW-007, the referral KD-OH-RF-008. It is not a second copy of any of them.

1 THE EMPLOYER AND THE PROVIDER

EMPLOYER / BUSINESS	RESPONSIBLE PERSON	OCCUPATIONAL HEALTH PROVIDER	DATE	REVIEW BY

2 HOW THIS BUSINESS DOES IT

THE EXPOSURES IN THIS BUSINESS, AND WHO HAS THEM

THE SURVEILLANCE PROGRAMME

THE HEALTH RECORD

FITNESS FOR WORK AND RETURN TO WORK

DRUGS AND ALCOHOL, LONE WORKING, MENTAL HEALTH AND FATIGUE

3 RECORDS THAT EVIDENCE THIS ARRANGEMENT

Tick what is held. Where the record does not exist yet, the tick is the action.

- ☐ Health surveillance register and programme, with next-due dates chased monthly — KD-OH-HS-001
- ☐ HAVS and noise assessments — KD-OH-HV-002, KD-OH-NA-003; the daily exposure logs — KD-INS-HV-014, KD-INS-NS-015
- ☐ RPE and face-fit register — KD-OH-RP-004; skin surveillance records — KD-OH-SK-005
- ☐ Referral and fitness certificate records, held apart from the site file — KD-OH-RF-008
- ☐ Drug and alcohol policy statement, and testing records held apart — KD-OH-DA-006
- ☐ Lone working risk assessments — KD-OH-LW-007
- ☐ Fit-to-work declarations, held apart — KD-SITE-FW-005
- ☐ The provider's contract and the invoices that show surveillance happened

WHERE THE RECORDS ARE HELD	KEPT BY	KEPT FOR

4 ADOPTION

By signing, the director adopts this arrangement as the way this business works and undertakes that the records it names are kept.

Adopted by the director:

PRINTED NAME	POSITION	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.