

## **Drafting a Health Policy**

### **Before any health policy is introduced, consider the following points:**

- How staff are going to be involved in drawing up the policy
- How the consultation process on a draft policy is to be undertaken with staff
- Whether there are disciplinary implications for failing to comply with the policy
- Financial / budgetary implications for: training, information and display materials, cover for staff taking paid time off under the policy, subsidies
- What training will be needed to implement the policy, for managers, supervisors, team leaders, occupational health staff, trade union representatives, employees
- How the policy is to be communicated (for example, to existing staff when it is first introduced and to new staff)

### **Any health policy should include the following:**

- General statement of support from senior management / employer / company
- How the policy fits into the company's overall health and safety policy and/or within health strategies
- A designated position and/or named person with overall responsibility for the development, implementation and monitoring of the policy
- Who the policy applies to; normally this would be to all employees; does it apply to visitors, contractors, temporary staff?
- Actions or activities which are part of the policy, including a timescale where appropriate
- Where staff can get further assistance or information, on a confidential basis
- How the policy is to be communicated to new staff, to temporary staff, to all staff as a regular reminder, to visitors, to contractors / sub-contractors on site
- How the policy will be monitored - to see in what way and how often it is used
- How the effectiveness of the policy will be assessed or evaluated
- How and when the policy will be reviewed