



PREPARING FOR YOUR OCCUPATIONAL HEALTH APPOINTMENT

YOU HAVE BEEN REFERRED TO OCCUPATIONAL HEALTH (OH). THIS LEAFLET PROVIDES GUIDANCE AND EXPLAINS THE SUPPORT AVAILABLE.

Research has shown that work is generally good for health. If you're off sick, returning to work can often help you return to health more quickly and staying at home longer than you need to can make you feel depressed. It is important for the Company that all employees who can be at work are at work. The OH team will work with you, your Line Manager and HR to help you to return to work successfully at the right time or to look at all the alternatives if this is not possible.

WHAT WILL HAPPEN IF I AM TOO UNWELL TO WORK?

If you are unable to attend work because you're ill, follow your relevant sickness absence procedure and speak with your Line Manager in line with the contact procedure. It is important that you do this as non-contact could result in your sick pay being reviewed.

As part of your discussion, and if appropriate, your Line Manager should have discussed a referral to OH for support if you have been absent for greater than 2 weeks, or are likely to be. If your Line Manager has not spoken to you about your referral please discuss this with your Line Manager as OH will need to confirm this conversation has taken place. Following your Line Manager's referral you will be advised of an appointment date and time with a Specialist Occupational Health Practitioner, this could be a Physiotherapist, Doctor or Nurse.

WHAT WILL HAPPEN IN MY OCCUPATIONAL HEALTH APPOINTMENT?

The OH Practitioner will ask you to consent to: the assessment proceeding; communication with your

GP/ Consultant(if thought necessary); and a summary report being sent to your Line Manager and HR following any appointments. This is important as OH will not be able to carry out the appointment if consent is not given at this time. If consent is not given your Line Manager and HR will be advised of this.

The advice within the report will be produced following an assessment of your health and fitness for work. The report will advise on anything that the Company could support you with whilst absent from work or on return to work and anything you can do to improve your fitness. Support examples could be a short period of reduced hours, reduced working capacity, or restrictions to physical elements of a job role. Support will only be advised if thought medically necessary.

If you are too unwell to work, it is likely that the report will give information on the expected length of absence based on medical evidence and your individual assessment/ health status. To help fully understand your medical condition and symptoms OH may also need to write to your GP or Consultant if they believe this would help with your recovery. OH will ask them to provide information regarding your health and may provide them with information on what the Company is providing to aid your recovery. You will be asked to sign consent for OH to do this if this is something that is needed.

Following your appointment, your outcome report will be available for you to view on the employee portal prior to it being made available to your manager and HR.

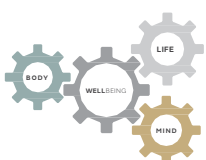
If you have any queries or concerns you should raise these with your Line Manager or HR prior to your appointment with OH.

Consent

You can refuse to give consent or withdraw your consent at any time. However, retracting this will mean that the Company will not be informed of OH specialist advice and this will limit the support the Company can provide to you. They may have to make decisions about your health without the benefit of relevant medical advice from the OH team.

Confidentiality

Your discussions with OH are confidential. OH do write medical notes which are not accessible to anyone outside the OH team and are kept electronically in a secure environment.





WHAT HAPPENS IF MY OWN DOCTOR OR SPECIALIST HAS CONCERNS ABOUT THE ADVICE FROM OH?

It is recognised that from time to time you may feel you are receiving different advice from your GP and OH. If this is the case it is important to note that your GP provides general medical care and treatment, having a good understanding of your medical history. The OH teams comprise qualified nurses, doctors and physiotherapists who have specialised in workplace health so have a detailed understanding of the type of work that you do and the environment in which you work. This could at times lead to a difference in medical opinion. If your GP/ Consultant has concerns about the advice given by OH, then you should ask them to contact OH directly, as this will give opportunity for collaborative working.

If there are still any issues, our HR colleagues will talk to you about the next steps.

WHAT DO I NEED TO DO?

It is important you attend your OH appointments as arranged, on time, and that you make yourself available for your OH appointments as this is a requirement within your

contract of employment. Failure to do so may result in the business reviewing your sick pay entitlement and may also result in disciplinary action. Please ensure you keep in touch with your Line Manager to avoid any misunderstanding.

OH aim to treat everyone with dignity and respect. If you feel we have not done this please contact the OH Helpdesk on **01926 911 458**

We understand sometimes the issues that are discussed can be distressing for people. We will however not allow anyone to treat our team with verbal or physical aggression. If this occurs, we will report the matter to Human Resources so they can take appropriate action.

For any questions, contact the OH help desk

**Tel: 01926 911 458
(8am to 6pm mon-fri)**

Email: jlrteam@healthpartners.uk.com

