

Occupational Health Services

Health Services Laboratories are committed to the protection of staff health whilst at work and this policy describes the arrangements for providing occupational health services for staff of Health Services Laboratories

Occupational health addresses the impact of work on health, and of health on work. It seeks to reduce the incidence of illness and injury caused by work, and has the objectives of ensuring that work in Health Services Laboratories fits the employee and that all staff are able to achieve their full capabilities at work.

Aims of Occupational Health

- To help to protect staff, and others affected by the work of Health Services Laboratories, from health hazards arising from work activities or the work environment;
- To help ensure that work is fitted to individuals' health and that staff do not pose health risks to others.

These aims will be achieved by providing an independent and confidential advisory occupational health service for the benefit and support of employees and employers. This service is provided by The Health and Work Centre at The Royal Free Hospital, Hampstead London NW3, for those staff employed at 60 & 65 Whitfield St, , the, 250 or 307 Euston Road. For those members of staff based at sites other than the above, arrangements will be made locally for the provision of Occupational Health Services.

Procedures for staff access to the Occupational Health Service

New staff on employment

- All new laboratory and patient contact staff will be seen by appointment on starting work, the new starter appointment will be arranged by HR

Immunisations

- Appointments for staff requiring occupational immunisations will be advised by the Occupational Health Nurse and individual appointments will be scheduled by HR
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Management referrals

- Line management or HR may request occupational health advice where there are work-related health concerns. These may arise in the context of managing performance or sickness absence and rehabilitation back to work, or in supporting staff with ongoing ill health problems or disabilities.

The reason for referral will be discussed with the employee and a referral form will be completed and signed by manager and employee.

An appointment to be seen in the Health and Work Centre will be arranged on receipt of the completed referral form.

- The referral form and any correspondence about an employee received by the HaWC becomes part of their occupational health records and the employee has a legal right of access to these records under the Data Protection Act 1998.
- A confidential consultation takes place in the Health and Work Centre. Medical and personal details discussed during the consultation are confidential between the employee and the HaWC.
- A report responding to the questions raised in the referral is discussed and agreed with the employee at the end of the consultation, and sent to the Line Manager and a copy sent to the employee and to the Human Resources Manager.
- The report will consist of recommendations in relation the questions asked on the referral form, which may include: fitness to return to normal duties or a planned rehabilitation programme, restriction on hours or role, work environment change or adaptation, redeployment

It is important to understand that the HaWC does not duplicate the general practitioner (GP) services or provide the minor illness or general health management ordinarily undertaken by them but exists specifically to support staff with work related health concerns.