

## THE OCCUPATIONAL HEALTH REPORT

The report may include information on the following:

- Whether or not there is an underlying medical condition that impacts on work activity or attendance
- The potential effects of a health problem on current and future work attendance and performance
- Adjustments to the work place or tasks that managers might consider to accommodate employees with health problems
- The potential for health improvement and estimated timescales.

If further medical information is needed, the OHA may ask the employee for consent, under the Access to Medical Reports Act 1988, to obtain a medical report from the Doctor providing their care or treatment.

## HELPING HANDS

### Supporting Staff Health and Wellbeing

Helping Hands is a service supported by the Occupational Health and Wellbeing Unit. It offers employee support, advice and signposting on issues that are affecting their health or wellbeing.

Don't go it alone - get on the phone.

**07833 095477**



## Corporate Health, Safety and Wellbeing Service

### Occupational Health and Wellbeing Unit



## RETURNING TO WORK

Once an employee has returned to work, if appropriate, the OHA may monitor progress and provide further advice as necessary.

The Occupational Health & Wellbeing Unit  
Room 140, Guildhall, Swansea, SA1 4PE

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## PHILOSOPHY

The Occupational Health and Wellbeing Unit (OHWU) provides professional, specialist advice to employees and managers on:

- The effects of work on health and of health on work
- Ways to improve physical & psychological well-being within the workplace
- Strategies to prevent illness & injury arising from work activity.

## WHAT WE DO

The Occupational Health and Wellbeing Unit aims to support Managers and staff in the identification of health risks arising from work activity and health issues that affect well-being and performance at work.

The OHWU provides confidential, objective advice both to the referring Manager and to the employee.

The OHWU will advise on adjustments to the work activity, environment, hours or tasks to prevent ill health arising from work activity.

Advice may include temporary or permanent adjustments to the work, task, hours or environment to support an effective return to work.

The OHWU will advise Managers on the employee's fitness to return to work and advise the employee on strategies for achieving optimum health and a return to normal work activity.

## WHO IS REFERRED

Managers are required to make written referrals with the full knowledge of the employee.

Managers may refer staff to the Occupational Health and Wellbeing Unit in the following cases:

- A health problem or disability may be affecting an employee's work performance or attendance
- An employee is returning to work following a period of health or disability related absence
- The Manager is seeking advice on the health issues affecting attendance
- Employees can also make a confidential self referral

## FOLLOWING REFERRAL

Following the referral to the OHWU, an appointment will be made for a consultation with an Occupational Physician (OP) or Occupational Health Nurse Adviser (OHA).

Following the consultation a report will then be sent to the referring Manager and Human Resources (HR) with employee consent.

OHWU reports advises Managers and HR in general terms and is concerned with the effects of a health problem on an individual's ability to work and advice on adjustments to work.

Confidential details of an employee's medical conditions and treatment are not disclosed without consent.