

APPENDIX A

Occupational Health - Support for absence management

What is Occupational Health about?

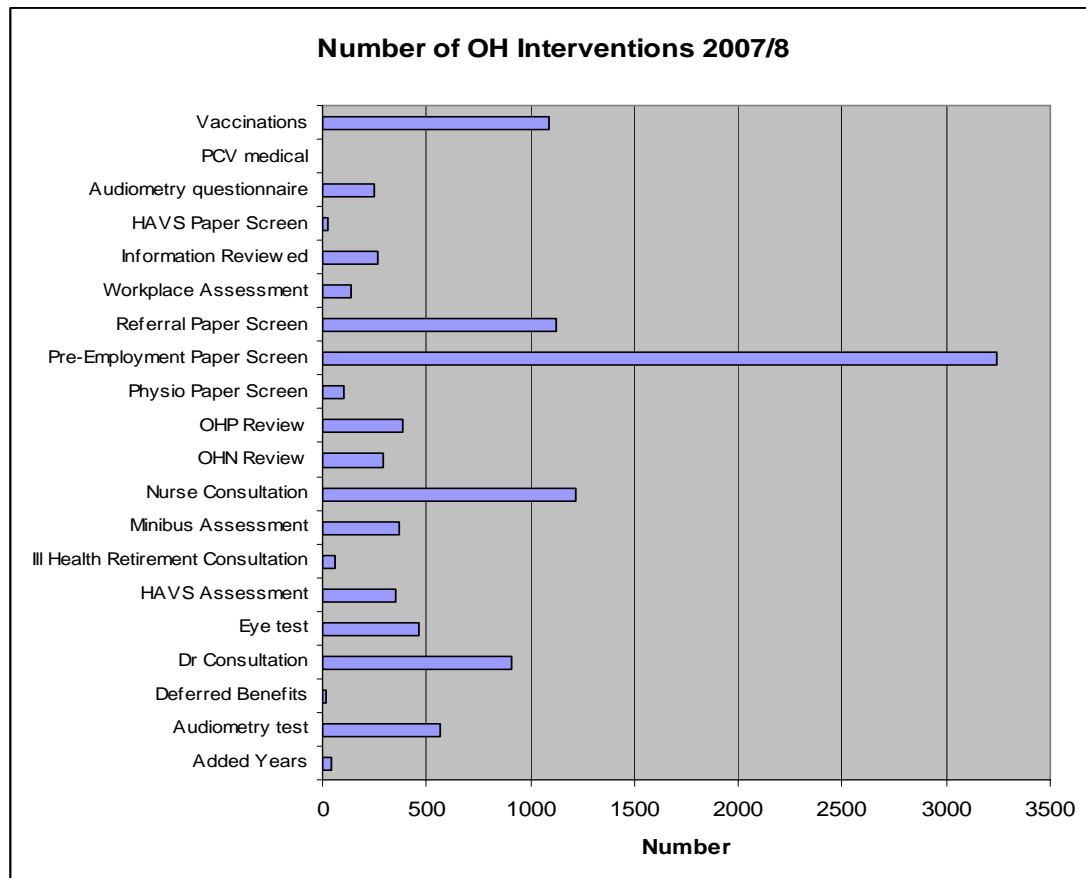
Occupational Health is concerned with the relationship between work, the working environment and health of the employee. We work closely with HR staff, managers and employees, providing advice and support on how to prevent health problems associated with work.

We aim to enable and support employees to achieve and maintain a fit and healthy lifestyle, and advice and support managers on providing a safe and healthy working environment.

Where there is a health issue, our aim is to try and help people recover by providing early intervention and promoting active case management to assist with rehabilitation.

In addition to tackling health issues and creating a healthier working environment, we aim to promote and develop a culture where improving health and fitness is seen as a key priority for both managers and staff within the Authority.

Figure 1 overleaf provides an overview of the activity of Occupational Health for last year.



Services provided

A major focus for the past year has been in supporting the work of the Absence Management team by being actively involved in the case management of staff who are absent.

In addition much of our work contributes to the reduction of absence. This includes:

Referrals

Managers refer employees to OH if they are concerned that health is affecting attendance, performance or conduct of an employee or if work is affecting their health. Also staff who are returning to work following long terms of absence are assessed to ensure they are fit and receive the necessary support to enable them to return to work safely.

Staff may self refer to one of the OH Advisers for confidential advice and support on work related health issues.

Physiotherapy Service

Physiotherapy is available, where appropriate treatment and rehabilitation enables people with musculo-skeletal conditions to return to normal functioning earlier and remain in their job.

Pre-employment Assessment and Screening

All prospective employees are required to complete a pre-employment health questionnaire; this allows us to assess their fitness in relation to the specific post for which they are to be employed.

Health Surveillance

Health Surveillance is required by law in situations where employees may be exposed to certain hazards. These include noise (audiometry), hand transmitted vibration, lung function, fork lift truck, food handlers, cold room workers, working at height and in confined space.

Immunisation Programmes

Vaccinations are provided for those deemed to be at risk from Hepatitis A, Hepatitis B and influenza.

Workplace Assessments

Managers can request workplace assessments or workstation assessments when members of staff have specific health conditions which affect their ability to carry out their work duties despite their workstation or workplace complying with Health and Safety Regulations.

Counselling Service

We provide support with a range of issues, including; - stress at home and at work, bereavement, marital, relationships, coping with change, domestic violence, grievance and harassment, work performance/pressure/workload and self esteem.

Contact information

Opening Times 8.30 – 4.30 p.m.
Monday to Friday

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