

## **Occupational Health Factsheet for Employees**

### **How will I be contacted?**

Depending on your personal circumstances, you may be contacted about an Occupational Health referral by either HR or your manager. The referral form will contain your details and a summary of the reason for being referred to Occupational Health. If you are off work, please be assured that there is no expectation for you to be checking your work emails whilst you are absent. If you would prefer us to contact you on a personal email instead please do provide us with this.

### **What can I expect at the appointment?**

At the appointment you will be assessed by a qualified Occupational Health Nurse. You will be asked to provide details on your relevant past health issues, any treatment you have received, and what your day-to-day restrictions and work issues are. This information will aid the Occupational Health Nurse in providing recommendations in their report.

In some instances it may be necessary to request medical information from your GP in order to gain a clearer understanding of the situation. If this is the case, the Occupational Health Nurse will discuss the reasons for this with you and seek your consent.

### **What happens after the appointment?**

After you have met with the Occupational Health Nurse, they will produce a report based on the recommendations they have made. A copy of the report will be shared with HR, your line manager and yourself.

Your manager will then meet with you if necessary, to discuss the report and to go through the recommendations and how they may be implemented. Please note that it may not be possible for your manager to action all of the recommendations from occupational health due to operational reasons, however if this is the case, your manager should explain this fully to you.

Depending on your condition, the Occupational Health Nurse may put a review in for a future date which will be organised automatically. There won't be a separate referral for this, however a report will still be produced and the process followed as above.