

# Occupational Health Services

## – HR Support

### Role of Occupational Health

The Occupational Health Service is available to provide confidential advice and guidance on any health issues relating to employees. This includes both when an employee's work may be affecting their health and, conversely, when their health may be affecting their work. Staff members can be referred whether they are on sickness absence or are still in attendance at work. A referral from line management will be necessary to instigate the process.

### Role of Human Resources

HR has a key role to play in liaising with line managers and occupational health advisors to ensure that all appropriate and relevant background information is exchanged in relation to both the context and purpose of any referral. In order for the manager to gain most benefit from an occupational health referral it is imperative that they seek expert advice and guidance in the drafting of the referral documentation including the provision of questions crafted specifically to elicit the particular information required to manage the situation appropriately.

### **educateHR offer professional advice and medical expertise in the following areas both before...**

- preparation of the occupational health referral form
- drafting background information including context and management concerns
- devising pertinent questions relating to the specific case

### **and after the occupational health assessment...**

- providing the line manager with a critique/interpretation of the OH report generated
- attending review meetings to discuss the OH report (and ongoing management) with the employee

### **and can additionally provide consultancy services in regard to:**

- managing sickness absence, whether this is long term or (repeated) short term absence (the latter can often be equally, if not more, disruptive to the employer)
- updating Attendance Management Policy to reflect current best practice
- facilitating rehabilitation and/or phased return following a period of sickness absence
- advising in relation to concern about work-related factors contributing to health problems

**Costs:** educateHR's services are charged (at consultancy rates) on a 'pay as you go' basis.

educateHR are happy to act in support of an employee referral to any occupational health provider nominated by the school/academy.

Alternatively, educateHR can arrange access to an occupational health service who provide a prompt and reliable (and keenly priced) service. In the latter case there is a single point of contact to ensure continuity of provision but you will be invoiced directly by the OH provider for their services (ie no introductory fee or commission taken).

