

Occupational Health Policy

Name	Occupational Health Policy
Summary	This policy sets out the occupational health service provision for staff within the NWTCB
Associated Documents	EQIA Assessment for Relevance. EQIA Governance Summary
Target Audience	All NWTC Staff
Version Number	Version 0.1
Date of this version	30/12/09
Review date	13/04/2014
Name of approving Committee	H&S Committee Partnership Forum
Signature of Chief Executive	
Signature of Sponsoring Director	

Occupational health

Document History

This document is valid from the day it was issued

Document Location

The source of this document will be found on the NWTCB intranet

Revision History

Date of this revision	Date of next revision	Summary of changes marked
09/02/09	09/02/2010	
30/12/09	30/12/2010	
13/04/2011	14/04/2014	

Approvals

This document is approved by

Name	Signature	Title	Date of issue	Version
H&S Committee				
Partnership Forum				

Distribution

This document has been distributed to:

Name	Date	Version	Method

Contents

1. Introduction
2. Scope
3. Policy
4. Procedures
5. References

Introduction and Policy Statement.

The Golden Jubilee National Hospital and Beardmore Hotel and Conference Centre (NWTCB) recognizes that it is essential to provide a comprehensive occupational health(OH) service for all staff within the healthcare and hospitality environment.

OH is committed to providing this service to ensure the health, safety and well being of all employees within the workplace.

OH also have a responsibility to the Board therefore ensuring that employers meet their obligations under European Health and Safety legislation

All staff have access and are aware of how to access the services provided by OH, whether the issues are work related or non-work related.

Scope:

The contents of this document apply to all employees within the NWTCB

Policy

The OH department will establish and maintain a safe and healthy environment for all employees in order to facilitate optimal physical and psychological health in relation to their work.

The OH department is a free confidential advisory service to all employees of the NWTCB.

All employees will be treated fairly and with dignity.

Procedures

The OH services provided include:

- Pre-employment medicals
- Absence management
- Manager referral
- Self-referral
- Immunisations
- First aid
- Health Surveillance
- Health promotion
- Management of Occupational exposure to Blood borne viruses
- Lifestyle screening
- Guidance and support
- Access to additional services i.e. physiotherapy/ counselling.

The OH Department is opened Monday-Friday 8:00-18:00

OH consultations are by appointment, although staff will see employees without an appointment if their concern is urgent.

All staff are encouraged to report any illness occurring in the workplace that they feel may be work related, especially respiratory, skin, musculoskeletal and mental health issues.

An immunization programme is also available through OH: this programme will be in line with current recommendations from the Scottish Government and other relevant governing bodies.

Pre-employment screening will be carried out on all potential employees as per Human Resources (HR) recruitment, selection and retention and OH pre-employment policies.

Sickness absence interviews will be carried out by OH as per HR and OH Sickness absence management policies.

In accordance with the alcohol and substance misuse policy, OH can provide support for employees who disclose that they have a substance or alcohol problem.

Health promotion campaigns and events will be offered to all staff on a regular basis.

The events will be relevant to all staff. Topics will be promoted based on guidance from the appropriate health agencies.

Data that is collected from these events will be anonymous but may allow OH to look at future campaigns which may be more relevant and beneficial for all staff.

OH can provide first aid

Staff can also attend OH as a self referral for confidential advice.

All OH records stored within the OH department both electronic and paper based are held in a secure environment in line with the Data Protection Act 1998

OH will comply with relevant legislation i.e. The Health and Safety at Work Act 1974 and the Disability Discrimination Act 2005

Referral processes

Referral to OH may be formal or informal

Formal Referral

An employee may be referred to OH formally either by their manager or HR. If an employee is referred to OH formally then the employee should sign a consent form stating that they are agreeable to a report being sent back to their manager/HR. If an employee refuses to attend OH then with guidance from HR managers may make decisions based on the information that is available to them.

Informal Referral

Managers/HR may advise employees of the OH services available and suggest that contacting OH for advice may be of benefit to them. No report would be issued to the manager/HR.

Self Referral

Employees can attend OH as a self referral for confidential advice; no report will go back to management. Managers will only know if an employee has attended OH as a self referral if the employee discloses this information themselves.

Appointments

All appointments are made by OH

The contact numbers are:

Internal 5435/5436/5788

External 0141 951 5435/5436/5788.

The OH nurse can also be paged on page number 0094; this can be done internally via the paging system or externally via switchboard.

References

Data Protection Act 1998

Recruitment and Retention Policy (QPHUM078:2)

Pre-employment Policy- updated 2008

Health clearance for Tuberculosis, hepatitis B, hepatitis C and HIV for healthcare workers- The Department of Health 2008

Sickness Absence Policy (QPHUM071:1)

Occupational Health Absence Management Policy (QPOCC002:1)

Alcohol and Substance Misuse Policy (2007)