

Sickness Absence

One of our key roles, and one with considerable cost benefit, is sickness absence management.

Employees health problems can affect work and performance and productivity, particularly if the employee is frequently absent from work.

If the line manager or member of HR is concerned about an employee's health and subsequent attendance, they can make a referral to our OH advisor.

As a result of the referral our OH team can provide written advice to line managers/HR (e.g., recommendations for phased return to work or alternative duties) and will be able to assist employees with their health problems.

Managerial responsibilities

A manager's responsibilities for a referral will depend on their organisation's sickness absence policy. Employees should be made aware of the reasons for referral to an OH Advisor, and their consent is required prior to the consultation taking place.

It is also important the manager makes the OH Adviser fully aware of all the relevant facts about a case, to ensure objective advice is given, based on the understanding of the issues of concern to the referring manager.

Our Management Referral Form is designed to help managers and/or HR provide sufficient information and specify the type of advice they are seeking when making a referral to OH.

Occupational Health Advisor Consultations

An appointment with an advisor will be made within 3 to 5 working days of receipt of the referral.

The advisor can either see the employee remotely by phone/video call or their place of work. The consultation includes a written report. Reports are provided within 48hours of the appointment. However, most are completed within 24 hours.

If necessary, an immediate verbal report can be provided if consent from the employee has been obtained.

The employee has three options regarding the report:

- **Option one** – they do not wish to receive a copy of the report

- **Option two** – they receive a copy of the report at the same time as it is sent to their employer
- **Option three** – they receive a copy of the report before it is supplied to their employer.

Please note that only factual errors will be rectified – the OHA will not change their medical opinion.