

# Employee Information Sheet

Many employees have not attended Occupational Health before and would like to understand the nature of an OH consultation. The following information sheet describes the process and answers the main questions we receive.

## **Why has my employer arranged an Occupational Health consultation?**

Occupational Health is a medical speciality that deals with health and work. Employers have a duty of care to assess health risks and ensure that work is carried out safely. Often employers need advice on how to manage health problems impacting on work.

Occupational Health doctors have specific training in assessment of health risks and rehabilitation and this means that they are best placed to advise the employee and employer together.

## **What is the Occupational Health doctor's role?**

The OH doctor's role is to evaluate health problems affecting work and to advise on measures to minimise future health risks. We provide advice on the rehabilitation of ill workers and we provide information to managers on any interventions the employer should consider to assist the employee. We also provide advice on disability adjustment and advice on Ill Health Retirement.

All of our doctors have undergone specific training in Occupational Health including examinations of competence and ongoing accreditation. The OH doctor is bound by clear ethical codes from the GMC and the Faculty of Occupational Medicine. OH doctors are Independent and they are expected to be fair and impartial in their advice.

## **What can I expect from the consultation?**

The consultation will last up to one hour and will include asking about your health problems and any impacts on your day to day activities. The consultation is confidential and notes will be kept by the doctor and will not be accessible by your employer.

The doctor may wish to examine you but only with your consent and no intimate examination will be carried out.

The doctor will discuss the best ways of addressing any work place health problems. You may be given information and resources to help with your health problem.

The doctor will create an advice report for your employer as outlined below.

## **What information will the report contain?**

The OH report will contain information about your health problem(s) and the impact this has on work and what practical steps the employer could consider. All reports are specific to the situation. The proposed report will be produced with you, during the consultation and you will have the opportunity to discuss it and add any comments if you wish. A copy of the report can be provided for you at any time. Once you have agreed to the report, it will be dispatched to your employer, normally the next working day.

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## **Will my GP or specialist be involved?**

If the OH doctor feels that further information is required from your GP or Specialist this will involve separate consent to request a report from them . We can also write to your GP if we have found any particular problem they should be aware of. We will only write to your GP or Specialist with your specific consent.

## **Privacy Statement – Brief Guide for Employees**

We need to process personal, sensitive information about you to provide Occupational Health advice for you and your employer, including:

**Name, age, contact details, medical and work history, Occupational Health test results, absence history, risk assessment information, consented GP and Specialist reports.**

You will be fully aware of the information contained in your OH report to your employer and we will always ask for your informed consent. You can always have a copy.

We communicate with the following people, **but only with your consent:**

## **Occupational Health advice to your employer**

### **Requesting a medical report from your treating GP or Specialist**

We follow good practice and take sensible precautions to safeguard your personal information including trained staff, administrative procedures, IT security such as encryption and physical access controls.

You can find out more with our Full Privacy Statement accessible [here](#)

## **Appointment information**

Please contact your employer if you are unable to attend for any reason. We may be able to use your appointment for another employee.

You may bring someone with you to the appointment if you wish but please make sure you are comfortable discussing any personal issues in front of them.

## **Adjustments for disability**

We can provide assistance for individuals with mobility problems or requirements for wheelchair access. Please call our office in advance so we can make sure all arrangements are in place for you.

Employees who have hearing problems can use our loop system.

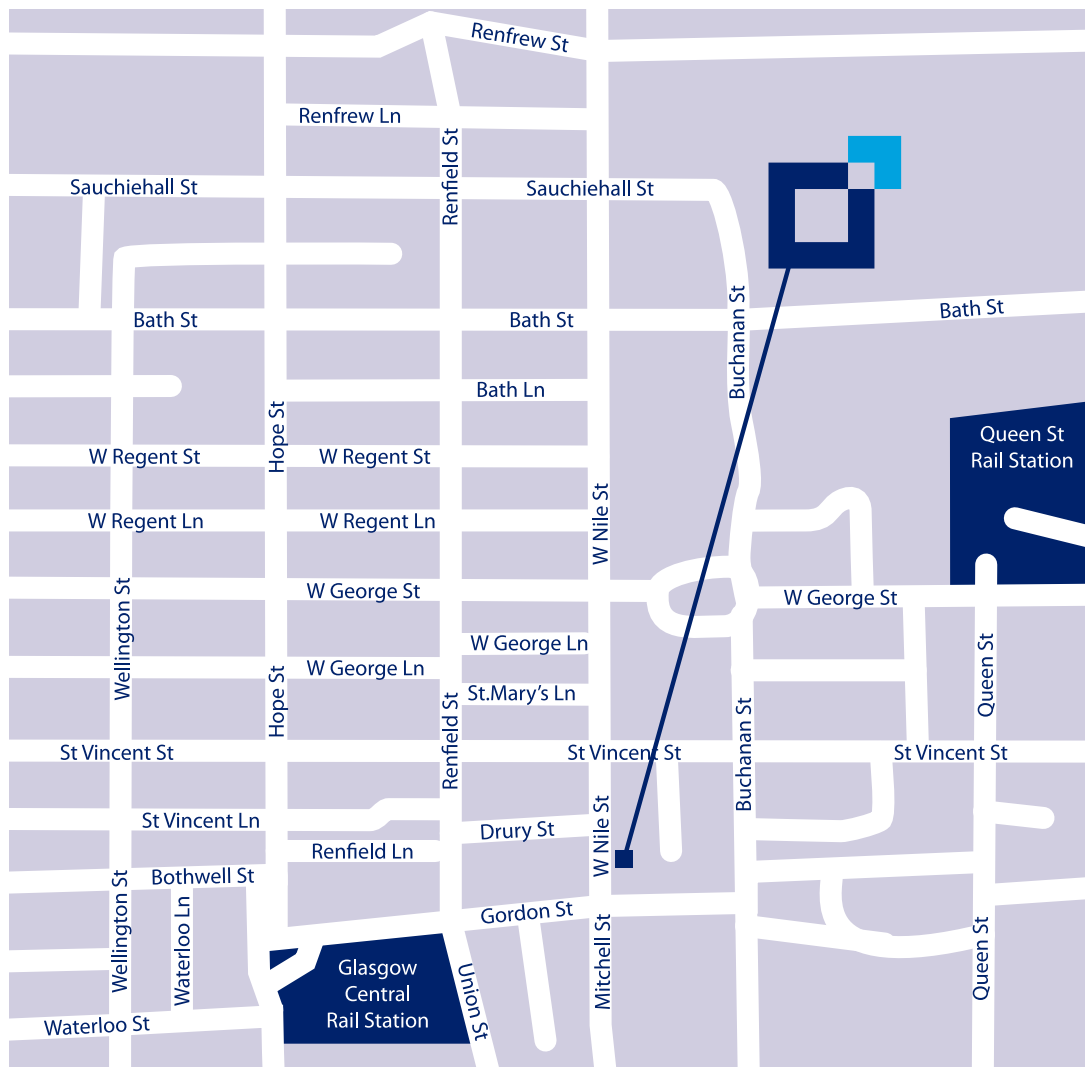
We can arrange for interpreter services if required. Please let us know in advance.

# Appointment Instructions - Glasgow

We are in the city centre of Glasgow. Both Central Station and Queen Street Station are 2 or 3 minutes walk away. There are car parking facilities nearby either at a meter or at several multi-storey car parks.

Integral Occupational Health  
Finlay House  
10-14 West Nile Street  
Glasgow G1 2PP

T 0141 331 4199



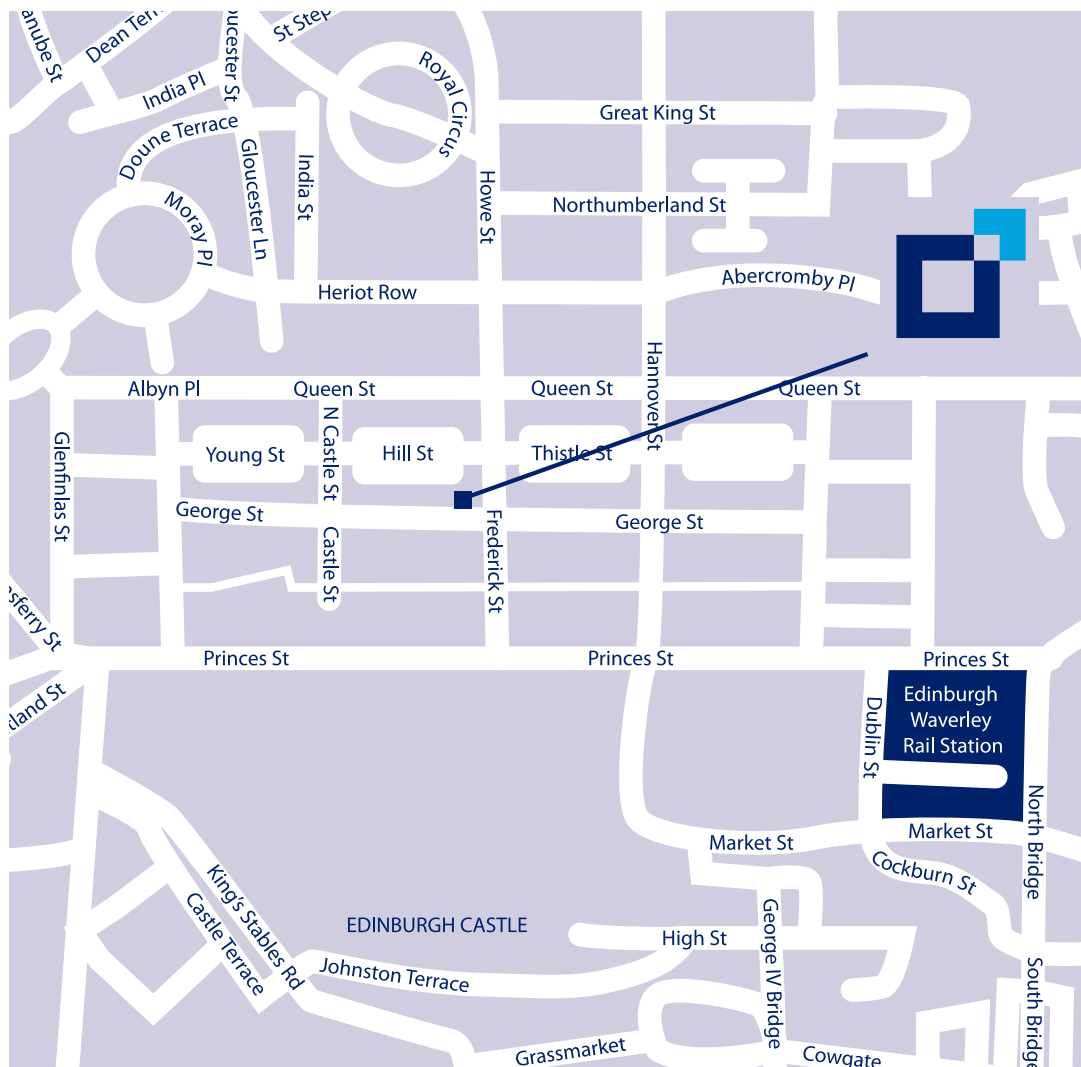
- Please aim to arrive 5 minutes before your appointment time
- If you will be late, please contact us on the number above
- There is easy level access to our offices which are serviced by 2 modern lifts. There are disabled parking spaces outside the office.

# Appointment Instructions - Edinburgh

Our Edinburgh office is centrally located about 10 minutes walk from Waverley Train Station. Multi-storey car parking is also available close by.

Integral Occupational Health  
Regus  
93 George Street  
Edinburgh EH2 3ES

T 0844 555 5113



- Please aim to arrive 5 minutes before your appointment time
- If you will be late, please contact us on the number above
- Anyone requiring assistance to access our premises please notify us in advance