



# Occupational Health and Staff Wellbeing Service

## Information for Staff

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The Occupational Health and Staff Wellbeing Service aims to provide the highest standards of professional care and advice to protect and promote the physical and psychological health of the workforce.

The department is staffed by Occupational Health Physicians, doctors who specialise in Occupational Medicine having a largely preventative or rehabilitative role rather than the traditional therapeutic one. They will be Members or Fellows of the Faculty of Occupational Medicine and will have the letters MFOM or FFOM after their name.

Registered General Nurses with experience or additional training in Occupational Health.

Occupational Health and Staff Wellbeing Service provides a range of services to protect and promote the wellbeing of staff that you can access at work, these services include;

**Pre-placement health screening** to ensure fitness for work and to ensure that reasonable adjustments are put in place for employees with disabilities.

**Control of Infection Assessments** are undertaken to undertake screenings and initiate vaccination programmes depending upon the area of work.

**Hazard Surveillance/Screenings** are undertaken for the benefit of employees who are exposed to health hazards at work.

**Vaccination programmes** and screenings are provided for employees according to health risk/hazard, for example, TB screening/BCG, Measles, Rubella and Varicella screening; Hepatitis B; Diphtheria, Poliomyelitis, Tetanus and Typhoid vaccinations depending on area of work, (Boorman, 2009).

**Annual influenza** vaccination programme during October/November.

### **Accidental Exposure Incidents**

Any injury involving a contaminated sharp (or a splash of blood/blood contaminated fluid onto mucosa/broken skin) must be reported to the Manager and Occupational Health as soon as possible so that the appropriate action can be taken. In the event of Occupational Health being closed at weekends the incident should be reported to the Accident &

Emergency Department and then to Occupational Health as soon as possible.

**HIV Prophylaxis policy** is available on all wards and departments. This provides advice on risk assessment following an accidental exposure injury from a high risk or HIV positive patient. Please ensure you read the policy so that you know what course of action to take should such an incident occur.

### **Management Referral Consultations**

Management referral consultations may be undertaken by either an Occupational Health Physician or Specialist Nurse and are for advice when there are health problems affecting an individual at work and/or following sickness absence. The consultation aims to advise you and your manager in the following circumstances;

- you have had an illness or injury that has led to you being off sick for a period of time
- you have had a number of short absences from work that are due to illness
- you have problems doing your job because of your health, and are requesting medical advice

- concern that work may be adversely affecting your health
- advice on adjustments or modifications in your role

After the consultation a report is normally requested by the referring manager on the outcome of the assessment and advice on specific questions asked. You will have the opportunity to ask any questions and what the response will be in the report.

You can indicate, as part of the consent process, whether you wish to have a copy of the report or not. If you decide to have a copy, you can elect to have this at the same time as the manager or before it is sent. The process will be explained at the time of the appointment.

### **Self-Referral**

All employees are encouraged to approach Occupational Health with problems/work related issues for independent advice and/or counselling. Occupational Health will make an assessment and advise accordingly. This will be treated in the strictest confidence.

### **Staff Counselling Service**

A confidential Staff Counselling Service is available to all staff via the Steps to Wellness team. Please email [WWLStaff.Counsellors@wwl.nhs.uk](mailto:WWLStaff.Counsellors@wwl.nhs.uk)

### **Physiotherapy Service**

The physiotherapy service provides a self-referral system for employees with musculoskeletal problems to promote recovery and re-establishment of function. Please telephone 01942 482260 to arrange an appointment.

### **Health Promotion**

Promoting good health among NHS staff is an integral to ensuring the best possible care for our patients. The Occupational Health Service will endeavour to signpost staff to appropriate services for any health issues or education needs.

### **Smoking Cessation**

Smoking Cessation support is available via Healthy Routes Stop Smoking Service (01942 836 967), your GP and Community Pharmacists.

### **Latex Allergy**

Staff who develop any symptoms of latex allergy, such as dermatitis, should seek medical advice from the Occupational Health Service

### **Occupational Health records**

All your health information is kept confidentially and securely stored. Your information will not be shared with any person outside the Department without your consent. Occasionally we may need information from your GP or hospital doctor we will ask you to sign a consent form for that, and we will explain your rights under the Access to Medical Reports Act.

If you require any further details on how we handle your information, which includes our principles on sharing information as well as medical records, please email the Department on [OccupationalHealth@wwl.nhs.uk](mailto:OccupationalHealth@wwl.nhs.uk). Our Privacy Notice is also available to view in leaflet form in our waiting areas and on our Intranet page.