

Occupational health referral / Occupational Health team

1. The Occupational Health Team is the in-house, nurse led service which supports the employer and employees in relation to health and attendance. The purpose of this service is first and foremost to ensure that Calderdale MBC supports employees in maintaining good health and attendance and ensuring that Calderdale MBC demonstrates a duty of care in this regard.
2. The Occupational Health team undertakes the pre-appointment health screening. This includes existing employees who change job.
3. Referrals to the Occupational Health service are management lead and made by the manager using the referrals forms (MR 1/2/3).
4. A referral must be ordinarily completed and submitted for any employee who meets the following criteria:
 - Has been off work for two weeks or has submitted a sick note indicating unlikely return within two weeks.
 - Has reported in sick with back pain, work related stress or a work related accident the manager must make contact with OH to determine the best route forward and whether a referral to OH is necessary.
 - Has hit one of the Council's short-term absence triggers and no significant improvement has been achieved.
 - Any genuine health and welfare concerns regarding an employee.
5. Employees should be aware that attendance for Occupational Health appointments is a requirement of their employment. Refusal to cooperate may lead to the withdrawal of occupational sick pay and/or consideration of disciplinary action.
6. The role of the Occupational Health team is to provide advice and guidance to the Council and its employees on the impact of an employee's ill health on his/her ability to undertake his/her duties and what measures can be put in place to support the employee, where appropriate.
7. The manager must complete the Medical Referral Form (MR1/2/3) in consultation with the employee. In the rare event that the employee refuses to sign the referral it can and must still be made. The referral is management and not employee led.
8. The manager and the employee must ensure that as much relevant information as possible is provided to the Occupational Health

nurse/practitioner and that relevant questions are asked. This includes all background information, reports and notes of any meetings relating to the non-attendance record and present reason for medical referral.

9. The manager must be clear about the points on which they seek advice. If the manager does not ask questions in the referral, the Occupational Health nurse/practitioner is unable to provide the answer.
10. Upon receipt of the Occupational Health report the manager should arrange to meet the employee to discuss the report.
11. In the event of Occupational Health deciding to review the employee's progress then the manager needs to ensure that Occupational Health are appraised of the employee's progress. The manager should send any relevant review questions two days prior to the appointment and information Occupational Health of any action that has been taken in the interim period.
12. Where the employee does not give their consent to the Occupational Health practitioner seeking a report from their GP or specialist, and/or the employee refuses to meet with the Occupational Health practitioner, the implications of this should be discussed with the employee and confirmed in writing. Failure to assist the employer in securing satisfactory attendance may lead to action being taken against the employee without medical evidence which could lead to dismissal.
13. For help and advice on this procedure, please contact your designated HR Advisor.