

Occupational Health Records

Electronic Occupational Health records are stored on a secure server. These records can only be accessed by the Occupational Health team using log in / passwords. Paper records are held in accordance with the Data Protection Act (1998) and Access to Medical Reports Act (1988). They are stored securely in locked cabinets and only the Occupational Health team have access to the keys. Access to the office is restricted to Occupational Health or authorised staff only. The office is locked during out of office hours so no-one can access any information.

If you wish to view or receive a copy of your Occupational Health records held by Workplace Health & Wellbeing, we require your request in writing.

Where possible we will arrange for you to go through your records with an appropriate member of staff so that any questions can be answered at the time.

Please be aware that there will be a charge if you require a copy of your file.

Under the Data Protection Act (1998), information can be withheld if it is felt that access to the data is likely to cause serious harm to you or another person (this is exceptionally rare) or that the records contain information about another person who has not granted consent for disclosure.

Important Note

Please allow sufficient time to arrive for your appointment. If you think you are going to be late please telephone in advance so we can advise whether it is worth continuing your journey.

Your employer may incur a charge for non-attendance or less than 24 hours' notice of cancellation.

Confidentiality

All Occupational Health staff sign a confidentiality agreement which highlights that all information received whilst working within the department remains confidential.

Where to find us

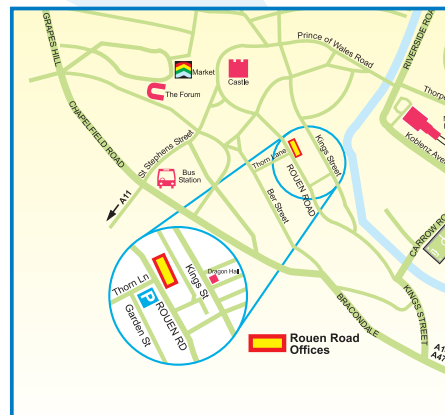
Level 1, 20 Rouen Road,
Norwich NR1 1QQ

Tel: 01603 287035 Fax: 01603 287026

We are based close to the city centre and within walking distance from Norwich Railway station (approx. 10 minutes). There is a large 'pay and display' car park directly opposite

We are open:

Monday – Friday: 08.30 – 17:00



WORKPLACE HEALTH & WELLBEING

Norfolk and Norwich University Hospitals
NHS Foundation Trust

Employee What to Expect:
Health Surveillance

What is Occupational Health About?

Occupational Health is concerned with the effect of work on health and making sure employees are fit for the work that they do. We work with employers and employees to try to minimise the effects work can have on health.

If you are visiting Workplace Health & Wellbeing for the first time, or are not familiar with the service, we hope the following information will be of help:

About us

We are a team of Doctors, Qualified Nurses known as Advisers and Health Care Assistants known as Technicians. We are trained and experienced in Occupational Health and supported by a team of experienced administrators.

Appointments

Employees attend Workplace Health and Wellbeing for a variety of appointments which look to protect and monitor aspects of your health in relation to your work environment.

What is Health Surveillance?

It involves the periodic screening of an employee's health when a risk assessment has concluded that work related activities expose them to certain hazards, which are known to (or may) contribute to work related ill health. The risk assessment is completed by a manager, Health & Safety representative or an appropriately trained individual.

The process of health surveillance can include:

- Guidance information leaflets promoting good practice
- Self-examination - e.g. skin monitoring: looking for signs of skin damage after using certain chemicals
- Self-reporting periodical health questionnaires - e.g. asking employees to complete respiratory questionnaires to assess if they are developing any breathing problems from substances they are working with
- Specific health screening - e.g. hearing and respiratory assessments
- More comprehensive detailed examinations by an Occupational Health Advisor or Physician

Why is Health Surveillance carried out?

- It safeguards the health of employees and helps ensure that employers are adopting safe working practices, as well as complying with their legal requirements
- Facilitates the detection of adverse health effects at an early stage
- Helps identify if appropriate control measures are in the workplace
- Provides information in the detection of hazards and assessment of risks

When is Health Surveillance required?

Some forms of health surveillance are required by law and other forms are undertaken as good practice - e.g. health questionnaire screening to determine fitness to work in a particular job.

Examples of when Health Surveillance is required

- Working with substances known to cause dermatitis or occupational asthma
- Working with solvents, chemicals, fumes, dust or biological agents hazardous to health
- Working in a noisy environment
- Working with vibrating tools or equipment
- Working with asbestos or lead
- Working in compressed air
- Working with ionising radiation in 'Controlled Areas'
- Driving operations
- Working at height
- Working in confined spaces
- Nightshift work

Common examples of Health Surveillance

- Skin assessments
- Respiratory assessments
- Hearing assessments
- Hand arm vibration assessments
- Driver health assessments
- Blood & Urine tests

The OH practitioner will advise on which tests and the reasons why they are being undertaken and gain your consent (verbal or implied) before they undertake the tests.

Results

The results of your screening will be discussed with you at the end of the assessment. If the results are below the criteria level that the Occupational Health Practitioner is able to provide automatic fitness for work clearance, then your results may need to be discussed with one of the OH Physicians based in our department. In addition; if your results have reduced significantly since a previous test, then the OH Practitioner may request a review prior to the normal

recall level or discuss your case with an OH Physician. In some cases you may be required to see an OH Physician for an assessment. If it is felt necessary that treatment is required then the OH physician will communicate with your GP. Again this will be discussed with you at the appointment.

A certificate indicating your fitness to work (fit / fit with restrictions / unfit) will be sent after each health surveillance screening assessment to your employer. In all cases you will be informed of the outcome before it is released to your employer. If the final outcome of an OH Physicians assessment and further investigations is that you should not be exposed to the hazard of concern, then redeployment opportunities should be discussed within your organisation.

Grouped anonymized results of health surveillance are often fed back to organisations (after site visits or on a quarterly basis). These are so that trends can be identified, investigated and acted upon. No personal identifiable data will be disclosed within these trend results.

Consent

Various methods of consent are used within Workplace Health & Wellbeing for Health Surveillance appointments. This could be:

Implied – When individuals telephone for advice / attend for blood tests, health surveillance tests and blood pressure checks etc. No intervention will take place without your agreement.

Verbal Consent – When you have a health surveillance test having had a discussion with the nurse about the process and any possible side effects.

Written Consent – This is gained when sending fitness to work certificates and reports to your manager.