



OCCUPATIONAL HEALTH POLICY

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Haines Business Systems Ltd

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Introduction

The company has a duty to care for your health and safety at work. In addition, we recognise that having a healthy workforce enables us to better achieve our organisational goals. We are committed to promoting the general good health of all our employees, at all levels, and we will do all that we can to make you feel fit whilst you are at work.

The company has access to an external occupational health service, which is provided by a partner organisation. The service is delivered by a team of health professionals who specialise in the branch of medicine that deals with the relationship between work and your health. We expect our providers of occupational health services to be of a high standard, and be courteous and respectful at all times to our staff. Above all, we ensure that your privacy and dignity is respected throughout the process.

Our occupational health service aims to:

- Prevent employees from becoming ill as a result of the work they do.
- Assist employees to achieve good health by providing health advice and support.
- Enable the rehabilitation of employees returning to work following ill health.

Occupational health will not replace the service that you receive from your general practitioner (GP), or from your hospital or community health service team if you are receiving treatment for an illness or condition. Your GP has overall responsibility for your health and for accessing appropriate treatments and therapies for you. Where it is appropriate to do so, the occupational health service will work in partnership with your GP and with other providers of healthcare, especially where it appears that work appears to be the cause of your ill health, or if your ill health affects your ability to work.

The occupational health team can also work in partnership with you and your manager to help resolve issues in the workplace that have an adverse effect on your health. Together, we aim to ensure that your wellbeing at work is maintained and given