

Occupational Health (OH) aims to assist with reducing ill health and promoting health and well-being across the University. The service has an advisory role in assisting the University meet its general duty of care under the Health and Safety at Work etc. Act 1974 by working alongside management to ensure that the working environment is safe and that a person's health is not adversely affected by their work activities.

The service offers impartial advice to both the employer and employee. Information that we give to management is factual and excludes any clinical (medical) details, relating only to specific advice about recommended work restrictions and/or modifications.

Occupational Health is part of the Occupational Health and Safety Service, working closely with the Safety Office and the University Staff Counselling Service as well as Human Resource Advisers.

The clinical staff of the service do not offer treatment or duplicate the role of the General Practitioner (GP) therefore all staff must be registered with a GP.

#### **Service provision includes:**

##### Clinical services

- Employment and health assessments for certain staff and student groups
- Advice and guidance for staff with health problems that could affect / impact their ability to do their job
- Assessment for fitness / return to work after an illness or injury
- Assessment of health related performance concerns
- Periodic health checks and advice dependent on the nature of your job and hazard exposure in accordance with health and safety legislation
- Work-related immunisation programmes
- Post blood or body fluid exposure
- Travel health advice and vaccinations for staff going on fieldtrips and medical/vet student electives

##### Other services

- Advice regarding workplace adaptations / modifications / equipment
- Work place visits / assessments
- Accident / incident follow up
- Training and information on the management of work and health issues
- Physiotherapy and Clinical Psychology referral where indicated following an OH consultation
- Telephone enquiries and advice

#### **Confidentiality**

The Occupational Health Service is committed to maintaining the privacy, dignity and confidentiality of service users at all times. We adhere to the principles of the data protection legislation, the General Medical Council & Nursing & Midwifery Codes of Confidentiality.

For full details of how your personal information is used by the University Occupational Health Service, please see <http://www.oh.admin.cam.ac.uk/general-information/confidentiality-statement>

#### **Referral to Occupational Health**

Referrals to OH may be initiated either by a member of staff (self-referral) or with their consent, the member of staff's manager (management referral):

##### Self-referral

If a member of staff has a health problem with work contributory factors or a health problem that affects their ability to do their job and feels unable to discuss this with their manager, they may self-refer to OH for an assessment and specific advice. No management report is usually written following this assessment.

##### Management referral

Managers may refer a member of staff for an assessment and advice where an individual is experiencing health issues or if there is concern that there are work related health problems or that an individual's health is being aggravated by work tasks. An assessment can identify any health related issues and provide objective information to assist in managing the situation. A management report is written with the individual's consent, following the appointment in OH.

#### **In the case of accident and injuries at work the member of staff should:**

- seek first aid immediately
- report the circumstances to the supervisor as soon as possible
- ensure an accident form is completed
- report sickness absence following the incident

All blood/human tissue contaminated sharps injuries must follow initial first aid procedures and be reported to the relevant supervisor and OH immediately. In the event of an out of hours injury being reported, advice from Addenbrooke's Hospital Emergency Department will be essential and then report the incident to OH on the next working day for further advice.

**OH should always be contacted if:**

- the work involves exposure to hazardous substances that require health surveillance
- an employee has a musculo-skeletal problem that is likely to be caused by or affects a person's ability to do their job
- there has been a significant exposure to an infectious disease
- an employee is suffering from a skin or respiratory problem that could be work-related
- the employee is suffering a psychological ill health problem that could be work-related

**Opening times**

Occupational Health is open Monday to Friday from 08.30 to 16.30 by appointment only.

**Making an appointment**

To arrange an appointment please telephone or email the service using the details below.

**If you have any further questions please contact:**

University of Cambridge  
Occupational Health  
16 Mill Lane  
Cambridge  
CB2 1SB

Tel: 01223 336594

Fax: 01223 762948

Email: [OccHealth@admin.cam.ac.uk](mailto:OccHealth@admin.cam.ac.uk)

<http://www.oh.admin.cam.ac.uk/>



## Occupational Health

## Service Information