

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 and the Disability Resource Centre.

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 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

- Ergonomic assessments and advice regarding workplace adaptations / modifications / equipment
- Work place visits / assessments
- Accident / incident follow ups
- 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

In accordance with the medical and health professionals code of conduct all information discussed and documented remains medically confidential to the service. OH records are maintained to the same high standard of confidentiality as hospital or GP medical records, in accordance with the Data Protection Act (DPA) 1998. An OH record will not be disclosed to anyone outside OH without the informed consent of the individual.

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 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 there is concern about the person's health in relation, for example, to their performance or following long term or frequent sickness absence. 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, except in an emergency situation.

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



Occupational Health

Service Information