



GREAT DUNMOW TOWN COUNCIL

Occupational Health Policy

Version	Date Adopted	Minute Reference	Date For Review
1	03.10.24	FC.03.10.24.85iii	October 2027

Responsibilities

In relation to occupational health, the Town Clerk is responsible for:

- Promoting the involvement of employees in health matters through clearly defined roles and responsibilities and access to relevant information and services
- Implementing a management system which will undertake risk assessments, manage occupational health risks in proportion to their extent, and measure implementation actions through local audit, including assisting managers to source appropriate training where need is identified
- Administrative accountability for the operation of the external occupational health service
- The receipt and dissemination of activity reports
- Arranging and reporting on quarterly service review meetings with the Human Resources provider
- Maintaining links with all departments, including appropriate committees and groups, to ensure the satisfactory operation of the policy

Staff also have a responsibility, as part of the Great Dunmow Town Council health and safety policy, to comply with all the health and safety arrangements of the organisation designed to protect their health while at work.

Measurement and Review

Great Dunmow Town Council will establish and maintain programs for the review of occupational health management systems implemented in each department. These will provide information on indicators, such as health and attendance in the workplace, which help to measure health and well-being performance for:

- Managers
- Employees

Functions of the External Occupational Health Service

Fitness for Work and Rehabilitation

In many cases, a simple health questionnaire will provide adequate information on the fitness of an individual to carry out the work required of them. For others, an interview or an examination and biological tests may be necessary.

For the majority of employees, demonstrating fitness for work will be a routine formality, but a more detailed assessment may be necessary for staff involved with (list of hazards). In some cases, the Town Council may seek the advice of an independent occupational health doctor on the advice of the occupational health provider. This function applies:

- Before employment
- Before transfer to a different job within the Town Council
- On return to work following illness or injury
- In situations where work performance is being adversely affected by a health problem

The occupational health provider may need to discuss the working situation with the local manager or GP prior to any decision being reached about an applicant's or existing employee's fitness for work or placement. Pertinent medical advice can then be given.

When an employee has health problems requiring consideration for rehabilitation after illness, discussions will take place between the employee, the Town Clerk and the local managers.

Health Maintenance

There are situations where it will be necessary to review at regular intervals the health of certain staff and the environment they work in. This will be done informally or by confidential interview with the occupational health provider.

Periodic Assessments

Periodic assessments will be completed if staff are exposed to known hazards. Staff with known health problems and chronic conditions will be monitored.

Other Assessments

For staff going abroad on the Town Council's business, information will be available on the necessary inoculations/medication that are advised, and arrangements made, if requested, for them to be given.

Medico-social Problems

This function covers those areas where investigation, information and advice may be given to assist management and the staff concerned. Examples include the following.

- Absence — staff with recurrent health problems
- Retirement — health and lifestyle advice to those about to retire and input to pre-retirement courses
- Persons with special needs — advice and guidance not only to management about the recruitment of staff with special needs but also to the staff themselves when they are at work
- Advice on stress management with referral to specialists where appropriate

Education and Training

It is important that education and training are seen as being part of the remit of an occupational health service. This training can be formal or informal. Through training, occupational health and safety standards can be continually improved and long-term benefits gained.

Record Keeping

Various records will need to be kept to:

- Ensure correct medical action is taken on the basis of sound information
- Meet legal requirements
- Give an indicator of some of the benefits gained.

In some situations, records must be kept for 30 years or more. Records normally comprise:

- Confidential medical records — records will be kept of all injuries, sickness, absence, treatments, referrals and advice and are only available to medical personnel and the individual
- Non-confidential records — these do not refer specifically to any given individual's medical information and may be used without confidentiality restrictions.

Confidentiality

The Town Council will have information about the health of staff. Information and records will not be divulged to any non-medical staff, including occupational health management, without the written consent of the individual. Employees have a statutory right of access to their own records.

This does not preclude non-confidential records being reported to ensure the Town Council has a basis on which to take remedial measures, safeguards and decisions affecting its employees' interests.