Occupational Health (OH): Guidance for Line Managers

Yes

Our Assistant HR Business Partner, Katie Groves, can provide advice and guidance to line managers.

Before considering an OH referral, line managers should have a supportive conversation with the staff member to discuss the problem and identify the best route forward. Line managers are able to agree **workplace**adjustments, for example.

If an OH referral is the best option, this flowchart details the next steps

See HR webpages for general OH information

Katie Groves contact information

<u>Workplace</u> adjustment toolkit

General OH information

Health concern reported by staff member. Is it a workstation issue?

No

Line manager may wish to make a referral to OH via the online portal

For access to the portal for the first time, please email HRAssociate@sussex.ac.uk

OH arrange and have a meeting with the staff member

OH write a report. This may include recommendations for adjustments and/or equipment. Staff member reviews accuracy of report. It is then shared with the line manager

Line manager discusses the report with the staff member and any amendments are agreed. Any major changes should be referred to the Ass Dean CEI

Line manager informs Operations
Managers of any equipment that is
required so that it can be put in
place

Staff member or line manager should contact MAHOperationsmgr@sussex.ac.uk so

that a <u>DSE assessment</u> can be carried out. Operations Managers will then organise provision of equipment as required

If issues persist following the DSE assessment...

If you have questions about the OH process, or need any suppport, please contact our Assistant HR Business Partner, Katie Groves

> OH may propose a follow-up review meeting with staff member after a number of weeks