

## Health education & promotion

Staying healthy - Occupational Health Service provides advice as part of the ill health review and can guide and advise individuals as to where they can obtain information to assist in their personal health and fitness. The wellbeing Service offers health education and health promotion to the staff of the University. This includes help and information for people wishing to stop smoking, the provision of relevant information on health related topics.

By looking after yourself you can feel fitter and look better and you will be protecting yourself against heart disease, stroke and cancer.

## No treatment service

The Occupational Health Service does **NOT** provide a treatment service. Anyone who is injured or taken ill at work should initially seek help from their own departmental first aider or if the situation is more urgent, their nearest accident and emergency department.

## How to find us



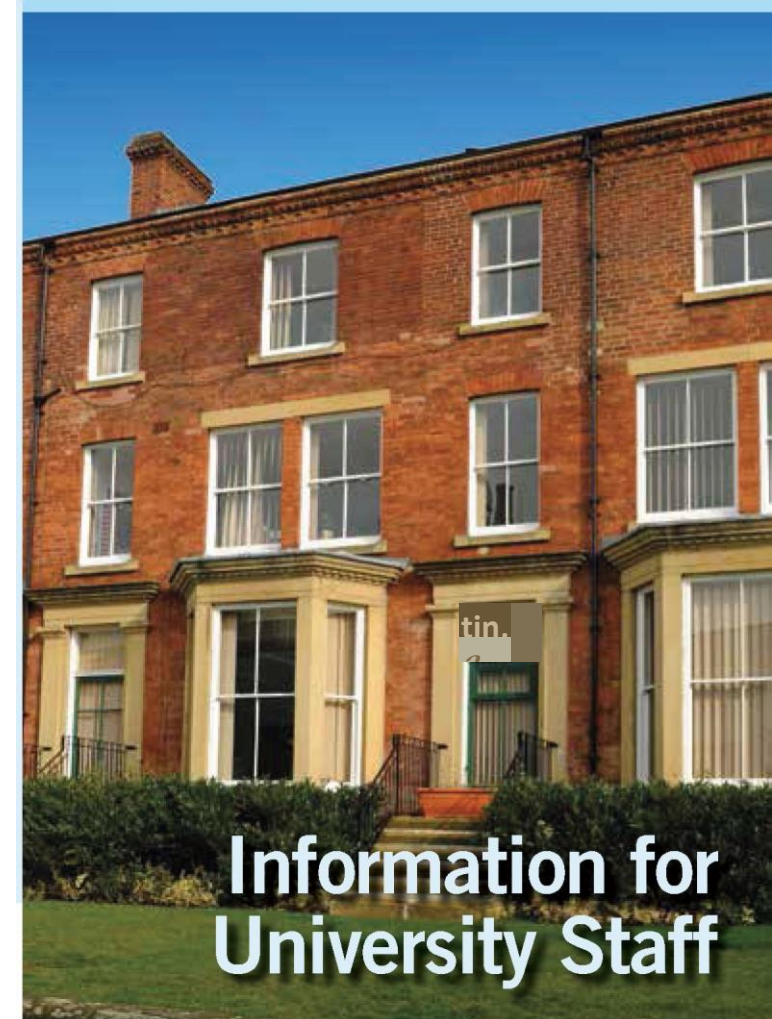
Occupational  
Health  
Service

Occupational Health Service  
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**UNIVERSITY OF LEEDS**

*Occupational Health Service*



Information for  
University Staff

**you+work+health**

Occupational Health

The Occupational Health Service aims to promote the health, safety and welfare of employees of the University by offering confidential advice and assistance in:

- Protecting health at work
- Promoting healthy working conditions
- Assisting recovery and return to work after illness or injury
- Improving health and fitness for work

The Occupational Health Service is situated opposite 'The Edge' sports centre on Willow Terrace.

You can contact the department by telephoning **0113 343 2997** or University extension 32997.

The Clinical Team consist of Occupational Health Physicians and Occupational Health Practitioners. They are supported by a team of part-time administrators.

## Confidentiality

Any information about an individual is confidential to the Occupational Health Service and may not be released to a third party without the informed consent in writing of the individual concerned.

## Ill-health

If members of staff feel work is affecting their health or a health problem is affecting their work they should discuss this with their line manager and human resources who can assist and support and make a referral to the Occupational Health Service.

## Health surveillance

Some health surveillance is legally required under Health and Safety legislation, some is recommended by the Health and Safety Executive and some is regarded as good occupational health practice to protect the individual.

Health surveillance means monitoring and assessing individuals undertaking work known to carry health risks.

The health surveillance required varies dependant on the risks concerned. It can range from maintaining a record of an individual's exposure updated at regular intervals or biological monitoring such as lung function measurements. It may include ensuring that relevant immunisations are up to date. Anyone who is concerned that his/her work necessitates health surveillance should contact the Occupational Health Service to discuss it.

The Occupational Health Service work with the Health and Safety Service to assist in hazard control and accident prevention and provides advice on a wide range of subjects which include:

- Hazardous chemicals
- Health protection
- Skin care
- Manual handling

## Pre-employment health assessment

Following a job offer, some roles require specific medical assessments. The screening of some individuals is carried out to ensure that existing health concerns are not likely to be exacerbated by their work. It is rare for anyone to be completely unable to undertake a particular job or type of work because of health problems.

## Workplace assessment

A range of workplace assessments can be carried out. The Occupational Health Service work with Health and Safety, in the assessment of the working environment to promote compliance with relevant aspects of health and safety legislation. Assessment may be carried out to assist with adjustments that are specific to an individual's health needs.

## Resettlement and rehabilitation

We offer advice on rehabilitation and placement in suitable work of those temporarily or permanently disabled by illness or injury. The Occupational Health emphasis is on modifying the work situation where appropriate to enable individuals to undertake the work required.

## Work related travel

We offer pre-travel consultation, assessment and travel vaccines for University staff travelling for field trips, conferences or research purposes.