

OH Needs Analysis and Management

There is a wide range of health & safety and employment legislation that employers need to be aware of and policies and procedures should be in place to prevent and manage health risks and ensure effective employee health management according to relevant legislation.

Examples of health related legislation includes:

- Management of Health and Safety at Work Regulations 1999: require employers to carry out risk assessments, make arrangements to implement necessary measures, appointment competent people and arrange for appropriate information and training
- Health and Safety (Display Screen equipment) Regulations 1992: set out requirements for work with Visual Display Units (VDU's)
- Manual Handling Operations 1992: cover the moving of objects by hand or bodily force
- Control of Substances Hazardous to health Regulations 2002 (COSHH): require employers to assess the risks from hazardous substances and take appropriate precautions.
- Disability Discrimination Act 1995: requires employers to make reasonable adjustments for individuals defined as disabled under the Act.

OH Audit

An audit helps to provide a clear understanding of the organisation's health risks and ensure it has policies, procedures and occupational health services in place to:

- Meet legislative requirements
- Prevent ill-health and potential associated costs e.g. sickness absence, reduced productivity
- Help to promote good health and wellbeing in the workplace.

An audit can be undertaken to review existing policies, procedures and services and also when there is no health management policy in place and requirements need to be established and prioritised.

InterHealth Occupational Health (OH) uses a simple audit checklist that enables the organisation to identify its health risks and service needs. In addition, an OH Adviser can spend time with the organisation in order to undertake a more detailed analysis of its needs.

Activities may include:

- Reviewing the organisations current health-related policies, procedures and risk assessments
- Attending key management meetings, e.g. Human Resources; Health & Safety, to help understand the organisation, its health risks, needs and priorities

- Analysis of available data e.g. sickness absence
- Employee focus groups to help understand employee concerns and expectations
- Observation of work activities being undertaken and the environments employees are working in

OH can assist the organisation to the level required and will work with key personnel to help ensure effective service delivery. On completion of the detailed review, a report is produced with clear recommendations.

Health Management Policy

OH recommends that the organisation has a health management policy in place that states its aims and objectives in relation to health management in the workplace and refers to key health-related policies and procedures. OH can provide assist organisations in developing a policy as required.