



## **NHS Greater Glasgow & Clyde: Occupational Health Service Workplace assessments Guide**

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Workplace assessments can be requested by any staff member or their manager. This can be office based, ward based, labs or wherever you are based within NHS Greater Glasgow & Clyde. This is normally to assess an employee's environment and work tasks and is sometimes as part of the Return to Work process to assess fitness to perform the necessary tasks involved in the role. Other agencies, such as Moving and Handling or Health and Safety can also jointly assess at this time if required.

If a workplace visit is appropriate there are 2 ways of referring to Occupational Health to request one. Your Manager can complete a Management Referral requesting this or you can self refer to the physiotherapy triage line.

Should you choose to self refer, please ensure that your line manager is aware and in agreement with the visit. They do not normally need to attend but there may be a cost implication if recommendations are made and this would be funded through the departmental budget. The Line Manager will receive a copy of the report following the visit once the contents have been agreed with the employee.

If you are requesting a Workplace Assessment and you work in an office / PC environment, you will initially be signposted to the DSE assessment prior to arranging a visit. This is a risk assessment which can highlight common PC related problems which may be solved without a workplace visit. If the issue is only with your seating / equipment, you may be offered an appointment at the West Glasgow ACH Occupational Health base instead, as there is an ergonomic room where you can trial different chairs and other items of ergonomic equipment.

**To self-refer to the Occupational Health Physiotherapy Service, you will need to complete a referral form. For further details and to download a copy of the referral form, please visit our site on [HRConnect](#).**

**You can also find links to other sources of advice & guidance.**

<http://www.nhsggc.org.uk/working-with-us/hr-connect/occupational-health/>