

**Department of Health and Social Care
Occupational Health Service (OHS)**

Occupational Health - Employee Self Referral Form

For OHS use only			
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Please read the details below **before** completing this form to ensure you are contacting the right service for the advice you would like to receive.

- If your concern is welfare related, please contact the Staff Welfare Service by telephoning (01624) 687027 or emailing staffwelfare@gov.im. Please note when they are with clients or at appointments out of the office, a voicemail message can be left in confidence and they promise to get back to you within 24 working hours.
- If you require treatment for your condition, please contact your General Practitioner.
- If you are looking for advice in relation to workplace policies, including re-deployment or fairness at work, please contact Human Resources via telephone (01624)642500 or email ohr@gov.im. You can find a list of Human Resource Advisers for your area at <https://hr.gov.im/hr-advisors>
- You may also choose to raise this with a Contact Officer. Contact Officers provide independent peer support and information to colleagues who believe they are experiencing discrimination, bullying and/or harassment, or who are accused of discrimination, bullying and/or harassment. More information and a list of Contact Officers is available from Human Resources via <https://hr.gov.im/fairness>, telephone (01624)6425000 or email ohr@gov.im.
- If your health issue is musculoskeletal in nature, you should also consider self-referral to Physiotherapy if this has not already been organised. A form is available at: <https://www.gov.im/selfreferral> or by telephoning Physiotherapy General Enquiries on (01624) 642158.
- Please note that your Occupational Health Service Self Referral consultation **will not generate any correspondence with your manager and is for your benefit only**. Please discuss a referral with your manager if you feel this would be beneficial. The OHS is an advisory service. Ultimately, even when a manager makes a management referral it is a matter for them to decide how they respond to our advice and whether our recommendations can be accommodated.

We would encourage you to discuss your concerns with your manager. If you are concerned for your wellbeing you may also consider discussing with your manager the Healthy Worker Course.

YOUR PERSONAL DETAILS:

(These ensure that our paper and computer records are up to date and that any correspondence is correctly addressed)

First Names:		Last Name:	
		(any previous names)	
Home Address:		Date of Birth:	
		Daytime Tel:	
Post Code:		Email:	
Department/ Division/Area:		Job Title/ Grade:	
Are there any dates/times which you will be unavailable for a consultation in the next 3 weeks?			

Continued overleaf/..

Employee Self-Referral Form (continued)

Making a self-referral to the Occupational Health Service is completely confidential.

To ensure you get the most from your appointment we ask that you please provide some brief details below (please continue on a separate sheet if necessary).

1. Reason for Self-Referral: (Does issue / health problem affect work or is it exacerbated by work?)

2. What would you like to gain from your consultation in relation to your work and your health?

Specific questions.....

Advice and support (please check box if applicable)

3. Consent and declaration of employee

I understand that all confidential medical or personal information will not be disclosed to my Manager or Office of Human Resources and **this consultation will not generate any correspondence with my manager and is for my benefit only.** The OHS staff would only be required to inform my Manager/OHR if I made them aware of any health issues which could seriously affect my fitness to work or the health and safety of me, my colleagues or clients.

Signature:

Date:

Once we have received your completed form we will post, email or ring you with an appointment. Please check your email regularly. Be aware that your consultation may take place via telephone.

Please complete this form and post, hand deliver, fax or email to the below:

Occupational Health Service
Department of Health and Social Care
Garaghyn Glass
Strang
Braddan
Isle of Man
IM4 4RJ

Tel: (01624) 642150
Fax: (01624) 642730
Email: occupationalhealth.dhsc@gov.im

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