# Isle of Man Government

# Cabinet Office

# Occupational Health Service

**Employee Self-Referral to Occupational Health Service (OHS)**

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.

* 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.
* If your concern is welfare related, please contact the Staff Welfare Service by telephoning (01624) 687027 or emailing [staffwelfare@gov.im.](mailto: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 will 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.](mailto: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](http://www.gov.im/hr/fairness/sources.xml) (01624)642500 or email [ohr@gov.im.](mailto:ohr@gov.im)
* Please note that your Self-Referral consultation **will not generate any correspondence with your manager and is for your benefit only.** Please discuss a Management Referral with your manager if you feel this would be beneficial. The Occupational Health Service 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.

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| --- | --- | --- | --- |
| **YOUR PERSONAL DETAILS:**  (These ensure that our records are up to date and that any correspondence is correctly addressed) | | | |
| **First Names:** |  | **Last Name:**  **(any previous names)** |  |
| **Home Address:**  **Post Code:** |  | **Date of Birth:** |  |
| **Daytime**  **Tel:** |  |
| **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/..

**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](mailto:occupationalhealth.dhsc@gov.im) |

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