

OCCUPATIONAL HEALTH REFERRAL PROCESS

Manager completes referral form in consultation with HR Business Partner or Adviser – available on the HR pages of Staffnet or [here](#)

Manager gains staff member's consent to referral and discusses content

Manager sends completed form to HR Business Partner or Adviser

HR Business Partner or Adviser checks referral adds contact details and submits via the online OH referral system

HR Business Partner or Adviser sends final version to manager to send to employee

Occupational Health contacts employee within 2 working days of receipt of referral to advise of appointment. Appointment with OH Adviser held within 5 working days. Appointment with OH Physician held within 14 working days

Report available within 2 working days of the appointment

Manager can monitor the status of the referral and view the outcome report by logging into their OH Works account