

Policy Review & Performance Scrutiny Committee 12th September 2018

Sickness Absence Review APSE Actions - Examples



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OH Leaflet



Cardiff Council

Occupational Health Service
Unit 6, Cefn Coed
Nantgarw, CF15 7QQ
Tel: 029 2078 8500

Occupational Health

Occupational Health is about helping to ensure employees are fit to undertake the work that is asked of them. It also assists in instances where there is an illness of occupational origin, or where the employee's health might be affected by their job. The Occupational Health service is **NOT** intended to replace the employee's own family doctor.

Occupational Health

HR People Services

Management

Employee

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GP Slide / Poster



DO YOU WORK FOR CARDIFF COUNCIL ?

If so, please let your doctor know that you have access to the following services:

- In house Occupational health to assist with phased return to work and reasonable adjustments.
- Employee Assistance Programme offering 24/7 telephone counselling and a health and well being website.
- Employee face to face counselling service where appropriate.
- Physiotherapy treatment to aid an early return to functional capability and work.
- **During your appointment let your doctor know about these services to enable them to reach a decision about your fitness for work.**



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GP Letter

Dear Dr,



I am writing to raise awareness of our Occupational Health Department at Cardiff Council.

Any patients of yours who work for Cardiff Council will have access to counselling including CBT and physiotherapy services. We have an Occupational Health Department staffed by experienced and qualified staff who are happy to help with phased return to work programmes and reasonable adjustments for those who meet the criteria of disability under the Equality Act 2010 and also for those only needing short term adjustments following a temporary change to their health status.

Please could you consider sign posting your patients to us who are unwell and who work for Cardiff Council as we are trying all that we can to facilitate an early return to work where possible.

Many Thanks
Paul Orders



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Physical Activity Guidance & Information

Purpose

The aim of this guidance is to provide information, promote, support and encourage employees in participating in physical activities, to help employees understand the benefits of physical activity and to raise awareness the benefits of physical activity as part of the Councils Health and Wellbeing Strategy.

The Council is committed to promoting the workplace as an important setting in which people can increase their awareness of, and importance of physical activity to benefit their health and protect against illness. The workplace is an important setting in which people can increase their levels of activity to benefit their health and protect against illness.

It is the responsibility of line managers, health and well-being group, HR and Occupational Health to promote physical activity in the workplace. The health and well-being group will be responsible for driving forward any actions and updates, if you have any suggestions in the way the organisation can improve please send your suggestions to employeevoice@cardiff.gov.uk

Did you know?

Employees engaged in physical activity initiatives have reported greater enjoyment of their work, improved concentration and mental alertness and improved cooperation and rapport with colleagues.


For general health benefits, adults should achieve a total of at least 30 minutes a day of at least moderate intensity physical activity on 5 or more days of the week. The 30 minutes of physical activity can be achieved either by doing all the daily activity in one session, or through several shorter bouts of activity of 10 minutes or more.

Moderate physical activity includes activities such as:

- brisk walking
- housework
- cycling
- gardening
- dancing
- as well as participation in sport and formal exercise.




Health and Well-being Directory



Generic Links

[HR A-Z](#)
[Occupational Health](#)
[DEWIS](#)
[Employee Assistance Programme](#)

Alcohol and Drugs	Employee Networks	Long Term & Terminal Illness
Mental Health and Wellbeing	Other Support Services	Physical Activity & Nutrition
Smoking	Trade Unions	Work Life Balance

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Ddim yn gwybod pa ffordd i droi?

Os ydych chi'n teimlo dan straen, yn bryderus, yn **flinedig** neu'n ddig, gallwch chi gael sesiynau cwnsela cyfrinachol am ddim i chi a'ch teulu gan ddarparwr Rhaglen Cymorth Cyflogaion y Cyngor, Care First.

Mae cwnsela cymwys wrth law i roi cymorth i chi **gyda phob** math o broblemau a allai fod yn effeithio arnoch chi, **boed yn** y cartref, yn y gwaith, eich iechyd meddwl neu gorfforol.

Don't know which way to turn?

If you're feeling stressed, anxious, tired, sad or **angry**, you can access free and confidential counselling sessions from the Council's Employee Assistance Programme (EAP) provider, Care first.

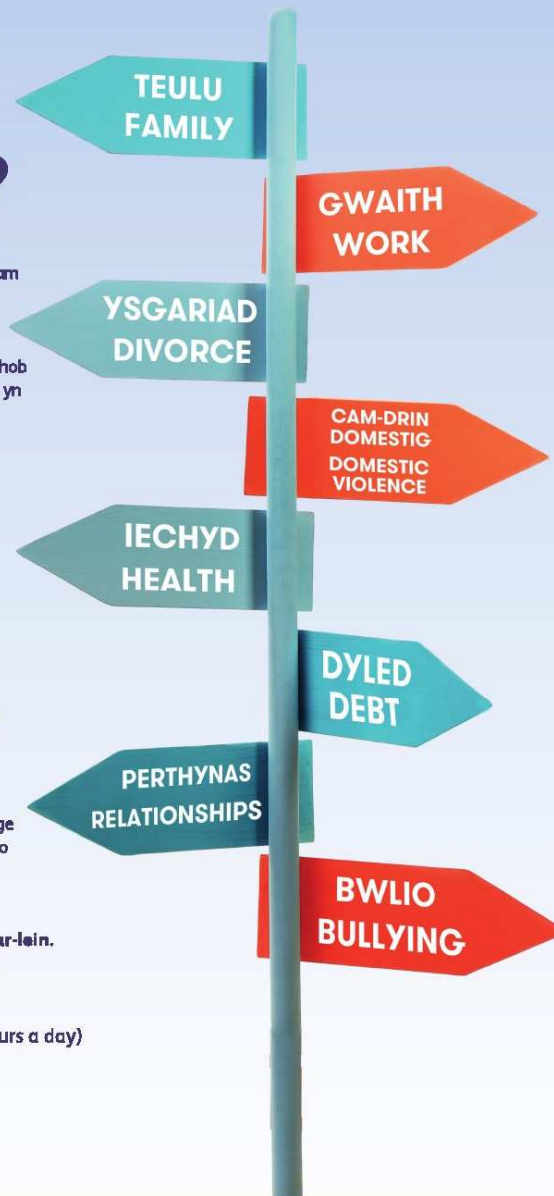
Trained counsellors are on hand to support you with a **range** of issues that you may be experiencing whether **they are to** do with your home life, work, mental or physical **health**.

Gallwch chi gael y cymorth hwn dros y ffôn neu ar-lein.
This support is available via telephone or online.

 **0800 174 319** (24 awr y dydd / 24 hours a day)

 **www.carefirst-lifestyle.co.uk**

enw defnyddiwr / username: **ccw001**
cyfrinair / password: **diff1234**



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