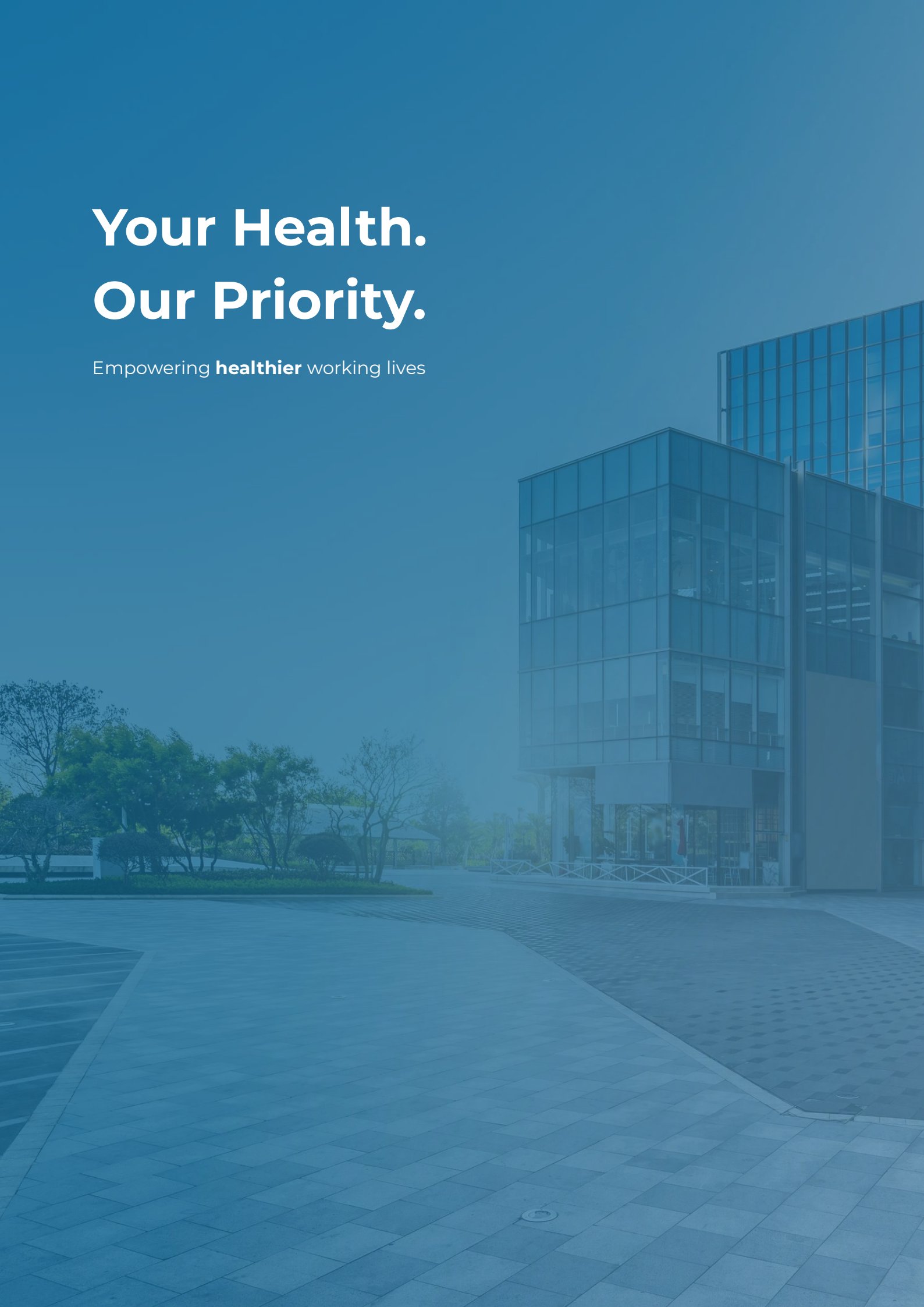
LATUS



WHAT MAKES A GOOD

MANAGEMENT REFERRAL

Empowering **healthier** working lives



Your Health.
Our Priority.

Empowering **healthier** working lives

What is Occupational Health?

Occupational health is concerned with the interaction between work and an employee's health, both in terms of how work or the workplace might impact on the employee as well as how the employees' health may impact on their work.

It is not the purpose of Occupational Health to provide diagnosis or treatment, but rather to support employers, HR, managers and employee with health-related matters.

LATUS and OH should play a role in supporting the effective management of health issues within the workplace.

Company Founders (L-R) Sam Latus, Jack Latus, Will Latus



What we can help with...

Assess Fitness for Work: Determine an employee's medical fitness to perform their specific role safely and effectively.

Estimate Return to Work: Provide realistic timeframes for an employee's potential return to work following absence.

Evaluate Health Impact: Advise on the potential impact of a medical condition on an employee's attendance and ability to carry out their duties.

Identify Equality Act Considerations: Offer guidance on whether the Equality Act 2010 may be relevant to the employee's situation.

Recommend Workplace Adjustments: Suggest practical and reasonable workplace adjustments (e.g., modified hours, phased return, specialist equipment) to support the employee.

Explore Absence Trends: Investigate if recurrent short-term absence or identified absence patterns have an underlying medical cause.

Consider Onward Support: Advise on the appropriateness of onward medical or therapeutic referrals (e.g., counselling, physiotherapy).

Identify Work-Related Factors: Determine if the employee's health condition or absence is caused or worsened by their work environment.

Assess Medication Effects: Evaluate if prescribed medication is likely to impair an employee's capacity to perform their job safely.

Types of Referral 1/4

Long Term Absence

When an employee is absent for an extended period, LATUS provides clear advice on their potential to return to work and suggests practical interventions and recommendations to facilitate a successful return.

Early referral is often beneficial for certain health issues, allowing for faster support. Conversely, you might consider delaying a referral when there are clear recovery timescales (e.g., following planned surgery, a fracture, or a known medical treatment plan).



Types of Referral 2/4

Short Term Absence

Referrals for recurrent short-term absence are typically made after the latest absence period. While these absences are often non-medical, the purpose of the OH referral is to determine if there is an underlying medical cause and whether this absence pattern is likely to continue.

To help us provide a useful assessment, please ensure the referral includes a full history/list of all previous absences over the preceding 12–24 months.



Types of Referral 3/4

Fitness For Work

Use a Fitness for Work referral for employees who are currently working but whose health may be impacting their duties or creating a workplace concern. This allows us to assess the situation and advise on the best way to support the employee.

Your referral must clearly describe the situation and include an up-to-date job description to help us evaluate the role's requirements.



Types of Referral 4/4

Medical issues vs Management issues

It is crucial to understand that LATUS assesses and advises on health matters only. If the primary challenge is performance, conduct, or a conflict, it is a management issue requiring resolution through internal management and HR procedures.

For example, while work-related stress has health implications, the underlying causes in the workplace (like workload or relationships) must be addressed by the management team. Refer to us when you need clarity on the medical impact of a condition, not to resolve non-medical workplace conflicts.



Making a Referral

What makes a good referral?



The referral is an opportunity to:

- Provide additional details to make it clear to the LATUS team what particular issue the manager is seeking advice on.
- It is important to include relevant information (without including too much irrelevant information) as is appropriate and also to ask the relevant questions.
- Referrals should be limited to relevant questions. Additional information provided should link to the identified reason(s) for the referral.

Inappropriate referrals/questions

What is the diagnosis? - This is confidential medical information that we can't release without the employee's consent.

Can you please treat this employee – too vague

What is the name of the medication the employee is taking? – this is confidential and not particularly relevant, although asking what the effects of medication are, is a useful question to ask

Example

Example 1 “Reason for Referral”

Kevin has injured his back, and we would like advice on how to support Kevin in the workplace.

Example 2 “Reason for Referral”

During work hours, Kevin sustained an injury to his back as he was lifting some heavy pellets across the factory. Kevin attended his GP and was advised not to heavy lift above 5kg for 4 weeks. He is currently off work due to return next week. We are looking for support and advice on any reasonable adjustments or restrictions to Kevin’s role. Please note, Kevin also sustained a back injury 1 year ago at work lifting a heavy item, previous report attached. Attached are Kevin’s job description, his fit note from his GP and previous report.



Interpreting Reports

The persons perspective	→	“states” “perceives” “tells me” “feels” etc.
The clinicians opinion/advice	→	“In my opinion” “I would advise” “I recommend”
Unfit for the foreseeable future	→	Unlikely to be able to return to work in 6 - 12 months



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