

Manager's Guide:

The Occupational Health & Wellbeing guide to early intervention for stress-related illness and absence - in eight easy steps.

#1

Contact Occupational Health & Wellbeing

As soon as a colleague reports stress-related absence or make you aware they're suffering from stress, anxiety or depression.

#2

Tell your colleague to expect a call

Agree the most suitable contact number with the colleague who is reporting stress-related absence, and let them know to expect a call within 48 hours (Monday - Friday).

#3

Email Occupational Health & Wellbeing

Send the name of the colleague, their job role, department name and contact number to ghnt.occupational.health@nhs.net so we can prepare to support.

#4

Wait for the call

An Occupational Health Nurse will call the colleague within 48 hours of receiving the relevant details (Monday - Friday).

#5

We'll have a chat

We'll have a chat, and try to understand their absence and/or feelings; offering help and assistance wherever possible.

#6

Work-related?

If the issue is work-related, we'll encourage dialogue. Please refer to our guidance for performing a Stress Risk Assessment, available from the [Occupational Health & Wellbeing StaffZone page](#).

#7

Crack on!

As we won't provide a report, you should undertake normal processes for supporting your colleague and keeping in touch with them while absent, requesting self-certification forms or medical certificates and having supportive conversations to enable a return to work when suitable.

#8

Over four weeks?

Where a colleague has remained off sick for four weeks or more, you must refer into Occupational Health in the normal way. Please see the Promoting and Supporting Attendance at Work policy for more.

Early intervention from Occupational Health & Wellbeing can have a positive impact, helping either prevent absence, support an earlier return or prevent long-term absence and illness.

We're here to help.

