



## Preparing for an occupational health meeting

### Purpose

The purpose of an occupational health meeting is to support the employee's ability to cope at work and/or to facilitate a return to work after sick leave. Through discussion, a shared solution that suits all parties is formed to support the employee's work ability.

### Roles

- The occupational health physician/occupational health nurse/occupational physiotherapist/occupational psychologist presents the identified limitations in work ability and the remaining work ability. The occupational health physician acts as the chair, unless otherwise agreed.
- The supervisor explains what arrangements can be made at the workplace.
- The employee decides what to share about their health status and presents their views on coping at work as well as the work arrangements needed.
- The employee's support person (occupational safety representative/union representative/other) provides moral support to the employee and helps safeguard the employee's rights.
- In line with the organisation's practices, a wellbeing specialist or another HR representative supports the supervisor and helps coordinate work arrangements across organisational areas.

### Items to agree on

The aim is to

- adjust the job to take the employee's work ability into account
- adjust working hours (e.g., partial sickness allowance, partial rehabilitation benefit)
- organise work and acquire assistive tools/equipment
- arrange training/courses for the employee
- plan and apply for vocational rehabilitation (work try-out, retraining, etc.)
- agree on follow-up.

In some cases, a partial disability pension, retirement, or termination of employment may be considered.

### Practices for a successful occupational health meeting

The purpose of an occupational health meeting is not to focus on illnesses, but on work/functional capacity. Everyone participating shares the goal that the employee returns to work or remains at work. The workplace has agreed procedures for these situations, and written instructions are available. The occupational health physician has met the employee before the meeting and discussed the meeting's objectives and course with the employee. A 60-minute time slot is reserved for the meeting. Typically, the meeting is attended by an occupational health physician and an occupational health nurse. Minutes are prepared for the meeting, recording the essential matters, including agreed measures, any necessary health-related information regarding limitations in work ability, and follow-up. The minutes are signed and copies are given to the employee and the supervisor. The copy retained by occupational health services is scanned and attached to the patient records.