

## Relevant Section on Absence Reporting from the new 'Introduction to Team York' Training Programme

### The Slide

**4 We Care About Your Health and Well Being**

- ▶ Carry out your work in a healthy and safe way
- ▶ Expectation that you will attend work

- ▶ Suitably trained and informed in your responsibilities to carry out work in a safe manner – see CYC SMS
- ▶ Occupational health support and well being initiatives
- ▶ Attendance at work policy and procedure

**Expectation**                      **Support**

### Notes to go with the Slide

1. As an organisation – We care about your health and well being
  - We will ensure you are suitably trained and informed in your responsibilities to carry out work in a safe manner
  - CYC Safety Management System which sets out the minimum expected standard for managers and employees to follow in relation to specific topics such as Asbestos or Stress
2. Good health and safety is an essential part of our values
  - All staff need to be suitably trained and informed in their responsibilities to carry out work in a safe manner, mgr should explain during local induction, but check this if you are unsure when you return to work.

- CYC Safety Management System (SMS) sets out the minimum expected standard for managers and employees to follow in relation to specific topics such as Asbestos or Stress.
  - Wellbeing initiatives designed to improve the health & wellbeing of all employees both at work and at home. Eye care, Occupational health, discounted memberships – Health & Wellbeing Fair 12<sup>th</sup> June 2012 stands representing
  - Expectation that you attend work
3. Understand there may be occasions when you are unfit to attend work – where this is the case you must:
- notify your manager you will not be able to attend work by your normal starting time;
  - Cover your absence by completing a self cert or if 8 calendar days + a statement of fitness for work from your GP or medic;
  - Keep in contact with your manager, so we know how you are doing and how long you are likely to be off for.
4. Attendance at Work Policy & Procedure - Return to work interview
- The Policy and Procedure is there to help your managers support you when you are ill back into the workplace and we will let you know if we have any concerns about the amount of absence, using triggers that apply to everyone.
  - Occupational Health support/ long term sick absence and we run wellbeing initiatives designed to improve the health and wellbeing of all employees both at home and at work e.g. eye care; occupational health; discounted membership