

Decision making

4.1.1 Occupational health has a duty to provide specialist and confidential advice to both the prospective employee and the employer.

4.1.2 The decision to appoint an individual ultimately sits with the recruiting manager, therefore they will need to ensure that:

- the health clearance process has been completed and all relevant information has been considered
- a risk assessment has been carried out to identify any reasonable adjustments that may need to be considered for the post
- advice has been sought from all the relevant departments such as, HR, occupational health, and health and safety to ensure all reasonable adjustments have been fully considered and, where appropriate can be put in place.

4.1.3 If the recruiting manager chooses to appoint an individual, despite concerns being expressed by the occupational health service, the manager will need to record their justification for any such decision.