**Managing an employee who is struggling at work with an MSD**

The following flow chart details guidance for managers managing staff who have an MSD that is affecting / being affected by their work. The musculoskeletal injury **may or may not** have been initially related to work.

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| **Employee is at work with a Musculoskeletal Disorder (MSD)** |
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| An employee at work is identified as having an MSD either by declaring it to their manager or by the manager noticing the employee is in some discomfort. In either case it is likely that the problem has been identified because it is impacting on the employee’s ability to perform their work duties or that work is aggravating the MSD. When an MSD is identified the Manager should:1. Make time to discuss the problem with the employee
2. Identify whether the MSD:
	1. is work related or non-work related. If work related a DATIX needs to be completed.
	2. is being exacerbated by work activities
3. Advise employee to self refer to the Occupational Health Physiotherapy service, details are in Appendix B of main document
4. Signpost employee to information for self help, including exercises , information available in Appendix C of main document
5. Use and complete the form in Appendix D (of main document) to identify what adjustments (if any) the employee may require to support them to stay at work
6. Agree a date to review the situation, normally within two weeks and no longer than four weeks.
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| **At 2 - 4 week review, MSD is better*** Discuss any adjustments currently in place with the employee with the view to returning the employee to full duties by an agreed date.
* Agree a date to review the employee’s progress.
 |  |  **At 2 - 4 week review, MSD is no better / worse*** Complete the Occupational Health Management Referral Form [here](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Occupational%20Health/Documents/Appendix%201%20%20-%20%20Combined%20Management%20Referral%20Report%20Form%20%282012%29.doc). Instructions for completing the form are [here](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Occupational%20Health/Documents/Appendix%2010%20-%20%20Instructions%20for%20Completing%20and%20Submitting%20an%20Electronic%20Referral.doc). In the referral identify what the problem is and what you have already put in place to support the employee .Remember to ask specific questions, e.g. is the employee fit to stay at work, if yes, what additional adjustments would be necessary support them at work?
* Agree follow up to discuss Occupational Health recommendations. If required, contact your HR Advisor for further guidance.
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