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Postal Headquarters  
Spring Valley Industrial Estate  
Douglas  
Isle of Man, IM2 IAA

Switchboard: +44 (0)1624 698400  
Telephone: +44 (0)1624 698402  
Fax: +44 (0)1624 698406  
Email: [foi@iompost.com](mailto:foi@iompost.com)  
Web: [www.iompost.com](http://www.iompost.com)

**Our ref: 1664670**

3<sup>rd</sup> March 2021

Dear ####

We write further to your request which was received on 8 February 2021 and which states:

"CIPD, ACAS, IOM Government, UK Government, HSE, NICE, BOHRF and Isle of Man Post Office's own Occupational Health Assessment (OHA) provider all describe long term absence as 'absences over 4 weeks'.

1. What duration does the IOMPO classify as 'long-term' absence?
  - a. If different to the above groups, why does the IOMPO operate a different definition?
  - b. How long has the IOMPO's definition be in operation?
  - c. Who decided this different definition?
2. How many staff have had absences over 4 weeks in each of the last 5 years?
3. How many staff have undertaken an Occupational Health Assessment in each of the last 5 years?
  - a. Can the reasons for these OHA's be broken down into categories? i.e. Physical Injury, Mental Health, Work Related incidents?
  - b. Please supply the breakdown of these figures?
4. What training do line managers receive in referring staff for an OHA?
  - a. How often is this training refreshed?
  - b. Are records kept of this training?
5. What training to managers who undertake Return to Work meetings receive?
  - a. Does this include how and when to refer staff for an OHA?
  - b. How often is this training refreshed?
  - c. Are records kept of this training?"

Our response to your request is as follows: I have detailed below the information that is being released to you.

1. What duration does the IOMPO classify as 'long-term' absence?

IOMPO's policy does not define long-term absence

  - a. If different to the above groups, why does the IOMPO operate a different definition? IOMPO consider each case of absence in conjunction with the employee, their reported symptoms and applicable medical opinion
  - b. How long has the IOMPO's definition be in operation? IOMPO's policy has been in place for over 5 years
  - c. Who decided this different definition? All policies are approved by the IOMPO Board
2. How many staff have had absences over 4 weeks in each of the last 5 years?

2015/16 – 23

2016/17 – 19

2017/18 – 26

2018/19 – 19

2019/20 – 35

3. How many staff have undertaken an Occupational Health Assessment in each of the last 5 years?

2015/16 – 12

2016/17 – 18

2017/18 – 17

2018/19 – 22

2019/20 – 20

a. Can the reasons for these OHA's be broken down into categories? i.e. Physical Injury, Mental Health, Work Related incidents? [IOMPO do not hold reportable data on OHA appointment reasons](#)

b. Please supply the breakdown of these figures? [N/A](#)

4. What training do line managers receive in referring staff for an OHA?

[Line managers have regular HR Business Partner meetings where absenteeism is discussed and action plans formulated accordingly, which will include referrals to OHA if considered appropriate](#)

a. How often is this training refreshed? [Regular HR Business Partner meetings. Frequency depended on team size and number of current issues.](#)

b. Are records kept of this training? [N/A](#)

5. What training do managers who undertake Return to Work meetings receive?

[Newly appointed and current managers receive one to one's with HR to ensure their understanding of the importance of the RTW and its purpose in ensuring that the employee is fit to return to work](#)

a. Does this include how and when to refer staff for an OHA? [See Q4 above.](#)

b. How often is this training refreshed? [As per Q4 above.](#)

c. Are records kept of this training?" [N/A](#)

Please quote the reference number I664670 in any future communications.

### **Your right to request a review**

If you are unhappy with this response to your freedom of information request, you may ask us to carry out an internal review of the response, by completing a complaint form and submitting it electronically or by delivery/post.

An electronic version of our complaint form can be found by going to our website at <https://services.gov.im/freedom-of-information/Review> . If you would like a paper version of our complaint form to be sent to you by post, please contact me and I will be happy to arrange for this. Your review request should explain why you are dissatisfied with this response, and should be made as soon as practicable. We will respond as soon as the review has been concluded.

If you are not satisfied with the result of the review, you then have the right to appeal to the Information Commissioner for a decision on;

1. Whether we have responded to your request for information in accordance with Part 2 of the Freedom of Information Act 2015; or
2. Whether we are justified in refusing to give you the information requested.

In response to an application for review, the Information Commissioner may, at any time, attempt to resolve a matter by negotiation, conciliation, mediation or another form of alternative dispute resolution and will have regard to any outcome of this in making any subsequent decision.

More detailed information on your right to a review can be found on the Information Commissioner's website at [www.inforights.im](http://www.inforights.im).

Should you have any queries concerning this letter, please do not hesitate to contact me.

Further information about freedom of information requests can be found at [www.gov.im/foi](http://www.gov.im/foi).

I will now close your request as of this date.

Yours sincerely

FOI Co-ordinator