

## Information from the Occupational Safety and Health Office concerning preventive medical check-ups for UG employees

### We inform you that:

1. As a result of the tender procedure for preventive medical examinations for employees of the University of Gdańsk, the occupational medicine unit, where medical examinations for UG employees are carried out from 1<sup>st</sup> of April 2021 is the company HMS Assistance.
2. The newly selected occupational medicine unit allows you to choose between two locations for your preventive examinations. Below are the full contact details of the two occupational medicine units:
  - a) Waszyngtona Street 34/36, 81-342 Gdynia
  - b) Wita Stwosza Street 58, 80-306 GdańskPhone number for registration: 798-519-519  
E-mail: [medycynapracy@hms-assistance24.com](mailto:medycynapracy@hms-assistance24.com)

The HMS Assistance Occupational Medicine Team works Monday to Friday from 8 am to 5 pm. Referrals for examinations, signed and stamped by the immediate supervisor, should be sent to the above e-mail address by 3pm. The original referral is handed over by the employee to HMS Assistance on the day of the examination.

If an employee is unable to attend the examination on the agreed date should contact HMS Assistance by phone Monday to Friday between 8 am and 4.30 pm.
3. It is possible for the occupational medicine unit to contact the worker referred for examination after the referral for preventive examinations has been sent. In this case, the referred worker must agree to provide his/her phone number or e-mail address and an Occupational Medicine Team specialist will contact the worker to arrange registration. The referral, correctly completed and signed by the immediate supervisor, must also include the employee's contact phone number or e-mail address, if the employee agrees to this at the time of receipt, in the space on the referral where the employee signs for receipt of the referral.
4. According to the assurances of HMS Assistance, standard preventive examinations that do not require additional specialist examinations can be performed within one working day. HMS Assistance informs that, in accordance with the amendment to the law from 12<sup>th</sup> of November 2020, the scope of consultations and examinations performed has changed, e.g. ophthalmological examinations are not always performed.
5. For follow-up examinations, you must prepare a certificate of completed treatment (from your treating doctor) and bring it to your appointment with the medical examiner.

6. Urine samples should be provided in suitable containers which can be collected at the HMS Assistance occupational health facility or purchased from a pharmacy.
7. **Periodic examinations** shall be suspended for the duration of the declared epidemic risk/emergency. Following the cancellation of an epidemic risk/emergency, the employer and employee must immediately resume the suspended examinations and perform them within a period not exceeding 180 days from the date of the cancellation of the relevant condition.

*Legal basis: art. 229 § 2 sentence 1, § 4a with regard to periodic examinations and § 5 of the Act of 26 June 1974. - Labour Code (Dz. U. 2020 r. pos. 1320) and the Regulation of the Council of Ministers of 13.05.2022, item 1025) amending the Regulation on the establishment of certain restrictions, orders and prohibitions in connection with the occurrence of an epidemic.*

From 7<sup>th</sup> of June 2021, it is possible for employees **who wish to take periodic examinations** to do so even before the pandemic status is recall. This applies to employees to whom a referral was issued before the suspension of periodic examinations and from the moment the pandemic is declared (20<sup>th</sup> of March 2020). Employees, who voluntarily wish to undergo such examinations, should follow the instructions in sections 2 and 3 of this notice. The order of registration for periodic examinations is determined by the HMS Assistance Occupational Medicine Team specialist.

8. Due to personal data of the employee included in the referral for preventive examinations, in the case the referral is not handed over by the person referred for examination (e.g. it is handed over by the Head of the Organisational Unit or the person appointed by him/her), the referral should be sent only in an encrypted form. The password to access the file should be transmitted via another information channel, e.g. via SMS to the hotline number 798-519-519, including the password and the e-mail address from which the encrypted referral was sent.
9. In situations requiring further clarification, please contact the designated staff of the Occupational Safety and Health Office, i.e. Iwona Jaworska tel. (58) 523-33-61 or Anna Chinska tel. (58) 523-33-60.

*Head of the Occupational Safety and Health Office  
Tomasz Klawikowski  
tel. (58) 523-24-20*