

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 1st of April 2021 is the company HMS Assistance Watola S.K.A.
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) Jerzego Waszyngtona Street 34/36 , 81-342 Gdynia
 - b) Wita Stwosza Street 58, 80-306 Gdańsk

Phone number for registration: 798-519-519
E-mail: medycynapracy@hms-assistance24.com

The HMS Assistance Watola S.K.A. 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 Watola S.K.A. on the day of the examination.

If an employee is unable to attend the examination on the agreed date should contact HMS Assistance Watola S.K.A. 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 Watola S.K.A. , standard preventive examinations that do not require additional specialist examinations can be performed within one working day. HMS Assistance Watola S.K.A. informs that, in accordance with the amendment to the law from 12th of November 2020, the scope of consultations and examinations performed has changed, e.g. ophthalmological examinations are not always performed.
5. In the case of preliminary examinations, newly employed academic teachers and other employees, in situations described by the superior in the referral for medical examinations and confirmed by a prophylaxis doctor, are additionally obliged to perform sanitary and epidemiological examinations. The preventive doctor decides about the type of sanitary and epidemiological tests. When completing the

referral for medical examinations (preliminary examinations), you should the the appropriate box (see referral form).

Legal basis: art. 6 of the Act of 5 December 2008 r. on preventing and combating infections diseases in humans (Dz. U. z 2022 r. pos. 1657)

6. 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.
7. Urine samples should be provided in suitable containers which can be collected at the HMS Assistance Watoła S.K.A. occupational health facility or purchased from a pharmacy.
8. In connection with the published Ordinance of the Minister of Health of 14 June 2023 on the on the cancellation of the **state of epidemic emergency** in the area of the Republic of Poland (Journal of Laws 2023, item 1118), we inform that the state of epidemic emergency introduced in connection with SARS-CoV-2 virus infections **will be cancelled as of 1 July 2023**.

Therefore, as of 1 July 2023, the obligation to perform preventive examinations **within a maximum of 180 days, i.e. until 31 December 2023, is reinstated**.

Legal basis: Regulation of the Minister of Health of 14 June 2023 on the cancellation on the territory of the Republic of the state of epidemic danger (Dz.U. 2023 poz. 1118)

9. In addition, we kindly ask you to pay attention to the most frequent errors in the issued referrals concerning, among others: typos in the name, outdated name of the position, type and total number of factors, hazards present in the position. A sample of a correctly issued referral can be found at <https://bhp.ug.edu.pl/badania-lekarskie/>.
10. In view of the personal data of the employee included in the referral for preventive examinations, in case the referral is not handed over by the person referred to the examination himself (e.g. it is handed over by the Head of the Organisational Unit or his/her designee), the referral should only be sent in encrypted form. The password for accessing the file should be communicated through another information channel, e.g. through a telephone contact on the helpline stationary number 798-519-519.
11. In situations requiring further clarification, please contact the designated staff of the Occupational Safety and Health Office, i.e. Anna Chinska tel. (58) 523-33-60 or Iwona Jaworska tel. (58) 523-33-61.

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