

## Communication from the Office of Occupational Safety and Health regarding preventive medical examinations of UG employees

### I inform you that:

1. As a result of the tender procedure for preventive examinations for employees of the University of Gdansk, the occupational medicine unit in which preventive examinations of UG employees are carried out from 02.09.2024 is the company HMS Assistance Watola S.K.A.
2. The newly selected occupational medicine unit allows you to choose from three locations for preventive examinations. Below are the full contact details of the three occupational medicine unit:
  - a) ul. Jerzego Waszyngtona 34/36, 81-342 Gdynia
  - b) ul. Wita Stwosza 58, 80-306 Gdańsk
  - c) ul. 3 Maja 25/27, V piętro, 70-215 Szczecin

Registration phone: 798-519-519

E-mail: [medycynapracy@hms-assistance24.com](mailto:medycynapracy@hms-assistance24.com)

The HMS Occupational Medicine team works Monday through Friday from 8 a.m. to 5 p.m. Referrals for examinations signed and stamped by the immediate supervisor should be sent to the above-mentioned e-mail address by 3 p.m. The original referral is handed over by the employee to HMS on the day of the examination.

If an employee is unable to attend the examination on the scheduled date, he or she should contact HMS by phone Monday through Friday from 8:00 am to 4:30 pm.

3. It is possible for the occupational medicine unit to contact the employee referred for examination after sending a referral for preventive examinations. In this case, the employee referred for examination must agree to provide his or her telephone number or e-mail address, in which case the specialist of the Occupational Medicine Team will contact the employee and arrange registration details. The referral, properly completed and signed by the immediate supervisor, must additionally include the employee's contact telephone number or e-mail address, if the employee agrees to this at the time of receiving the referral, in the space on the referral where he or she signs its receipt.
4. According to HMS assurances, a standard preventive examination that does not require additional specialized tests can be performed within one business day. HMS informs, that in accordance with the amendment to the law, as of 12.11.2020, 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 hired academic teachers, other employees in situations described by the supervisor in the medical examination referral and confirmed by the preventive physician are additionally required to perform sanitary and epidemiological examinations. When completing a referral for medical examinations (preliminary examinations), it is necessary to check the appropriate box (in the referral form). The type of sanitary and epidemiological examinations performed is decided by the preventive physician.

*Legal basis: article 6 of the Announcement of the Speaker of the Sejm of the Republic of Poland of May 23, 2024 on the announcement of the uniform text of the Law on Prevention and Control of Infections and Infectious Diseases in Humans (Journal of Laws of 2024, item. 924.).*

6. For follow-up examinations, prepare a certificate of completed treatment or lack of contraindications to further work (from the attending physician) and bring it to the appointment with the medical examiner.
7. Urine samples should be provided in adapted containers that can be collected at the HMS facility or purchased from a pharmacy.
8. In addition, we kindly ask you to pay attention to the most common errors in the issued referrals concerning, among other things: not marking the type of research, outdated name of the position, type and total number of factors, hazards present in the position. Model of a correctly issued referral can be found at the link <https://bhp.ug.edu.pl/badania-lekarskie/>
9. In view of the personal data of the employee placed in the referral for preventive examinations, in case the referral is not transmitted by the person referred for examination himself (e.g., it is transmitted by the Head of the Organizational Unit or his designee), the referral should be sent only in encrypted form. The password to access the file should be transmitted through another information channel, e.g. via SMS to the hotline number 798-519-519 containing in the content the password and the e-mail address from which the encrypted referral was sent.
10. The immediate supervisor shall issue the employee with a completed and signed "Referral" for **periodic preventive examinations** at least 30 days before the date set by the doctor in the current medical certificate. After receiving the referral, the employee should contact the HMS registration desk as soon as possible to arrange convenient dates for this examination. **Reporting to the registration of the medical facility a few days before the expiration of current examinations may be the reason for the lack of convenient dates or the inability to choose the location of the examination.**
11. In situations requiring additional clarification, please contact the designated staff of the Occupational Safety and Health Office, i.e. Ms. Iwona Jaworska tel. (58) 523-33-60 or Ms. Katarzyna Tomczkowska tel. (58) 523-24-24.

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