

How to Submit a Pre-Placement Night worker Health Assessment Form

Overview:

A night worker is defined by the “The Working Time Regulations 1998 (as amended)” as someone who works:

“The period between 11pm and 6am, though employers and workers can choose a different period. If they do, it must be at least seven hours long and include the period from midnight to 5am. A night worker is someone who normally works at least three hours at night:

- on most days worked
- on a proportion of the day’s work which is specified in a collective or workforce agreement
- often enough for it to be said that such hours are worked 'as a normal course'

Step 1: Navigate to <https://universityofedinburgh.opasg2.com/login/form>

Your username for the login screen below is your UOE email address. Please enter and select next.

OPASg2

Login to your account
Enter your password below

Martyn.Carney not you?

Login

Forgot your password?

The power behind Occupational Health

The world's most intuitive and technologically advanced Occupational Health software - accessible from anywhere at any time - designed for today with tomorrow in mind.

Management Referrals
Access the portal 24/7 and create management referrals

Pre-placement
Questionnaires completed and reviewed quickly

Health Surveillance
Set your programme criteria and allow OPAS-G2 to manage membership for you

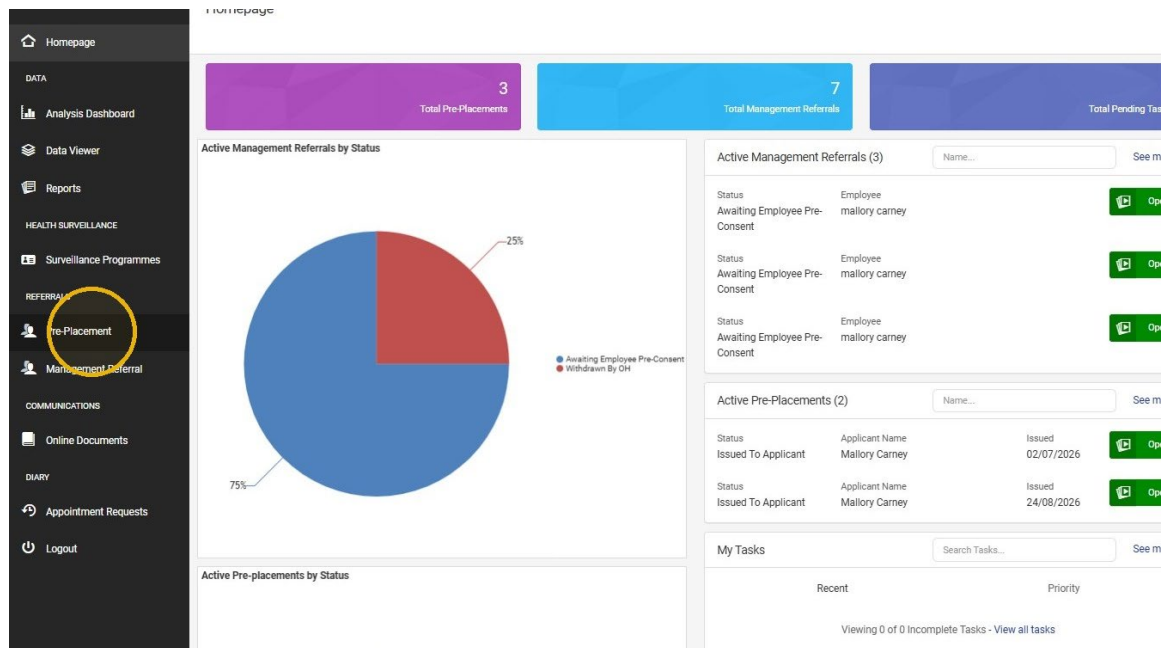
Data Analysis
Effortlessly graph search results and combine charts into personalised dashboards

The most secure and resilient platform in the world for enterprise to store data. Offering users accessibility from anywhere at anytime, via desktop, mobile and tablet.

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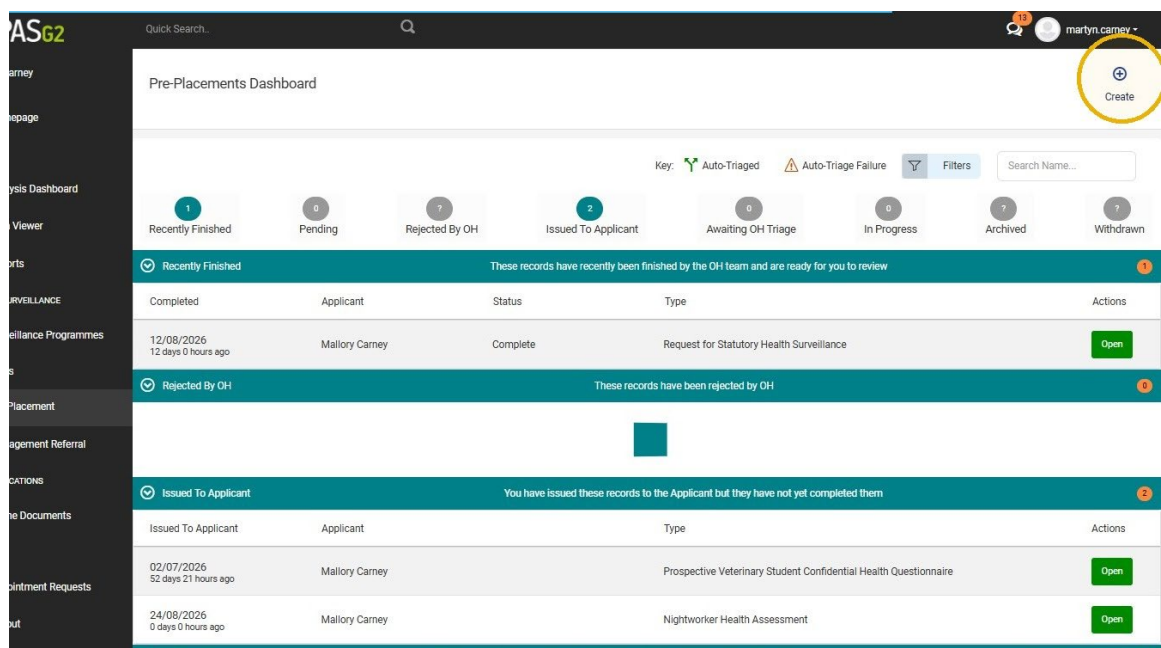
Step 2: Navigate to Pre - placement Section.

From the manager dashboard, click on Pre-Placement in the left-hand navigation menu.



Step 3: Initiate New Request

Click the Create button to begin a new request.



Step 4 : Create the Request Form Click Create to generate the Night workers request form template.

The screenshot shows a sidebar on the left with navigation links: Analysis Dashboard, Viewer, Reports, Surveillance, Surveillance Programmes, Placement, Management Referral, Applications, and Documents. The main content area displays three request form options:

Request Form Name	Description	Form Structure	Percentage
Request for Statutory Health Surveillance	It is the responsibility of the line manager or supervisor to ensure that suitable and sufficient COSHH risk assessments are carried out and affected employees are presented to OHS for health surveillance.	Personnel Details [Request for Statutory Health Surveillance - Personnel Details] Request for Statutory Health Surveillance Health Surveillance - Outcome Report ⚠ Only allows specific activities.	45.8%
Request for Vaccinations	Please use this form to raise a request for specific vaccinations for your employee	Request for Vaccinations - Application Details Request for Vaccinations - Personnel Details Vaccinations - Outcome Report ⚠ Only allows specific activities.	7.0%
Nightworker Health Assessment	To ensure night workers are fit for night work, employers must offer a free health assessment to anyone who is about to start working nights and to all night workers on a regular basis – usually annually. Employees do not have to take the opportunity to have a health assessment, but the employer must offer it. As night work can have an impact on sleep, alertness and general health, Occupational Health offers health assessments to employees who work at night. The purpose of the assessment is to provide an opportunity to identify any health concerns that may be affected by night work and to ensure individuals have appropriate support.	Pre-placement - Application Details - Nightworker Personnel Details [Pre-placement - Personnel Details] Nightshift Workers Medical Assessment Final OH Report [Pre-placement - OH Advice]	0.3%

Step 5: Click "create"

The screenshot shows the 'Preplacement Form Selection' interface. At the top, there is a 'Quick Search...' bar and a user profile for 'martyn.camey'. Below the search bar, there is a 'Create' button (circled in yellow) and a 'Cancel' button. The main content area displays two available pre-placement form configurations:

Form Name	Description	Form Structure	Percentage
Prospective Veterinary Student Confidential Health Questionnaire	This form is for Prospective Veterinary Students ONLY	Application Details [Pre-placement - Application Details] Personnel Details [Pre-placement - Personnel Details] GP Details Health and Functional Capabilities Declaration and Consent + 1 more	47.0%
Request for Statutory Health Surveillance	It is the responsibility of the line manager or supervisor to ensure that suitable and sufficient COSHH risk assessments are carried out and affected employees are presented to OHS for	Application Details [Request for Statutory Health Surveillance - Application Details] Personnel Details [Request for Statutory Health Surveillance - Personnel Details]	45.8%

Step 6: Enter employees details

DATA

- Analysis Dashboard
- Data Viewer
- Reports

HEALTH SURVEILLANCE

- Surveillance Programmes

REFERRALS

- Pre-Placement
- Management Referral

COMMUNICATIONS

- Online Documents

DIARY

- Appointment Requests
- Logout

Enter the Name or Date of Birth of a person you wish to add as an additional contributor...

Add

Name (Reference) Employment Details

No additional contributors have been specified for this pre-placement

Pre-placement - Application Details - Nightworker PENDING

Applicant Details

Please enter the details *

Given Name * Family Name *

Email Address *

Position Applied For - Nightworker

Job Title * Staff Number *

Nightworker

Associated Documents

Upload Files or drag files here

No Documents for this record

Step 7: Click "Issue to applicant"

This will notify the employee that a Night workers request has been submitted on their behalf.

ASG2

Quick Search...

martyn.carney

Nightworker Health Assessment

Save Issue To Applicant Close

Current Status: Pending (More Info)

Additional Contributors (0)

Additional Contributors

Adding personnel as additional contributors will grant them rights to edit this pre-placement record as though they were the referrer. They will also be able to receive any specific communications that have been configured.

Only personnel records with valid Manager or HR user accounts can be added
The details shown in the grid will be visible to all users granted access this record.

Enter the Name or Date of Birth of a person you wish to add as an additional contributor...

Add

Name (Reference) Employment Details

No additional contributors have been specified for this pre-placement

Pre-placement - Application Details - Nightworker IN PROGRESS

Applicant Details

Please enter the details *

Given Name * Family Name *

Accessibility

Please note if you have any accessibility queries regarding the use of the OPAS System or need this information in a different format please contact the Health and wellbeing team by email StaffHealthDisabilityandWellbeingServices@ed.ac.uk, call 0131 650 8190 or visit OHS office

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