***Preparing for discussion about your occupational health (employee)***

The purpose of the discussion is to support your work health and work ability. According to Hanken's early support model, the manager should discuss with the employee if the manager is experiencing problems with the work ability or if there is often recurring sick leave. The aim is to find solutions that can help you to cope and cope better with your work. The initiative for this discussion may come from the employee or the manager.

Before the discussion on the dd.mm.åååå at what time? can you prepare yourself by considering the questions below. During the discussion, you can highlight things as much as you want. The discussion is confidential.

1. Have you noticed any change in your work ability?
2. Are there any factors in your work that affect your ability to cope or your absence from work?
3. Is there anything in your private life that you want the supervisor to be aware of and take into account?
4. Is your work too easy or too difficult according to your skills?
5. Is your work physically or mentally too stressful?
6. Is it possible to influence your work ability by reorganising duties, work hours or workload?
7. Is there room for improvement in working conditions, ergonomics (work position, work tools) or in the work procedure (routines and working methods)?
8. Are there any factors in your work environment that affect your work ability (e.g. allocation of responsibilities within the unit, personal conflicts, bullying or harassment)?
9. What actions do you think are necessary? Is there a need to get in touch with the occupational health services?

The manager documents what was discussed during the conversation and fills in the information in a form in Mepco. The form is only accessible for the manager who filled it out and the employee. A copy is given with the employee's permission, if necessary, to the occupational health services or HR unit.