

Workplace advice record

Form | OHS-FRM-004

Document type	Form
Title	Workplace advice record
Document ID	{{facility.code}}-OHS-FRM-004
Version and status	1.0 Issued for use. Pending ASF Expert Committee ratification
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 14 (Occupational Health), criterion 14.5
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

Use this form when

Records the workplace advice given on ergonomics, return to work and health promotion.

1. How to complete

- Record each need identified.
- Record the advice given.
- Record the follow-up.

2. Items to check

#	Item	Standard or evidence	Yes	No	N/A	Action if No
1	Need (ergonomic, return to work, health promotion)	Yes	☐	☐	☐	Action and who to tell
2	Advice given	Yes	☐	☐	☐	Action and who to tell
3	Given to (worker or employer)	Yes	☐	☐	☐	Action and who to tell
4	Follow-up (date)	Yes or N/A	☐	☐	☐	Action and who to tell
5	Given by and date	Yes	☐	☐	☐	Action and who to tell

Completed by (name and role): _____ Date/time: _____ Signature: _____

3. Evidence

ID	Source and status
E-009	Based on ILO Convention No. 161 concerning Occupational Health Services (1985) and the WHO

ID	Source and status
	Healthy Workplaces framework (2010).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus.

4. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval