

Outcome and review request record

Form | OHS-FRM-007

Document type	Form
Title	Outcome and review request record
Document ID	{{facility.code}}-OHS-FRM-007
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 14.8
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 that the worker was told the outcome, and any request for review and its result.

1. How to complete

- Record the outcome told.
- Record any review request.
- Record the review outcome.

2. Items to check

#	Item	Standard or evidence	Yes	No	N/A	Action if No
1	Outcome told to worker (date)	Yes	☐	☐	☐	Action and who to tell
2	Reasons explained	Yes	☐	☐	☐	Action and who to tell
3	Review requested (yes or no) and date	Yes or N/A	☐	☐	☐	Action and who to tell
4	Reviewed by a different assessor (yes or no)	Yes or N/A	☐	☐	☐	Action and who to tell
5	Review outcome	Yes or N/A	☐	☐	☐	Action and who to tell

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

3. Evidence

ID	Source and status
E-009	Based on the ICOH International Code of Ethics for Occupational Health Professionals, 3rd edition

ID	Source and status
	(2014).
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