

Dear Sir/Madam,

I would like to kindly inform you that one of the duties of the employee is to undergo preliminary, periodical and follow-up medical examinations before returning to work, after a doctor's leave exceeding 30 days (for such examination, you should bring your medical documentation along with a certificate from the attending physician that the employee does not require further doctor's leave). During the period of employment, when there are changes of hazards at the workplace, the employee or Ph.D. student is obliged to notify the OSH department about this fact.

The OSH Department in cooperation with the Human Resources Department of the Institute of Physics of the Polish Academy of Sciences shall inform employees by email or phone one month in advance about the expiration of medical certificates that permit work in a given position.

Procedure:

Indication of hazards occurring in the workplace of a given employee by the head of the branch/department/team listed on the internal form (the form is attached to the e-mail).

1. On the basis of the hazards indicated by the head of the branch/department, a referral for a medical examination will be issued, which the employee must collect at the OSH Department.
2. The employee with the referral goes to the office of the doctor of occupational medicine, Dr M. Turska, which is located on the premises of the Institute.
3. Dr Turska's working hours
Monday 9 AM - 11 AM
Wednesday 9 AM - 2 PM
Friday 8 AM - 1 PM
4. After the visit, the doctor of occupational medicine directs the employee for appropriate examinations resulting from hazards and harmfulness occurring in the workplace.
5. **The employee makes a reservation by phone at the FALCK Medical Center:
22 53 59 191**
6. The employee collects the examination results personally within the time limit set by Falck.
7. The employee takes the results to the doctor of occupational medicine, Dr M. Turska, in order to obtain a certificate stating that there are no contraindications to work at the given position.

The employees go for their examinations to:

Falck Medical Center

ul. Marynarska 13, 00-215 Warsaw