

Training Curriculum in Occupational Health (OH-01)

Go to: [HSE Training Curriculum](#)

A Training Curriculum is a knowledge development path recommended by the Industrial HSE in order to ensure the homogeneity of in-house competencies in Health, Safety & Environment throughout the Solvay Group.

A list of the available Training Curricula in other HSE domains, as well as HSE transversal knowledge is available [HERE](#).



This Training Curriculum contains :

- ✓ The knowledge that **Site PHYSICIANS** should be aware of.
- ✓ Recommendations intended for the medical Country Referent or (if no country Referent) the medical Regional Coordinator who will contribute to the mentoring (for the key/essential knowledge).



Who should follow this training curriculum?

- Internal or external **Site OH physicians**



Mentoring

MEETING SCHEDULING:

The OH medical Referent (or Coordinator) (mentor) organizes a MEETING with the (new) OH physician (trainee), preferably in presential, at the Site of the OH physician (otherwise by hangouts or by conf call).
If possible, a Site visit should be organized with exchanges with the Site HSE and the Site HR.

BEFORE THE MEETING:

- ★ The OH medical Referent / Coordinator (mentor):
 - ✓ organizes the training with the (new) OH physician, preferably in presential, at the Site of the OH physician (otherwise by hangouts or by conf call)
 - ✓ (if possible) organizes a Site visit and exchanges together with the Site HSE and the Site HR
 - ✓ ensures the access to the following tools:
 - ▶ OH Gate, by completing the [form to request access](#)
 - ▶ when relevant, [Medexis OH1](#) or [Kitry](#), by launching a request for software installation
 - ▶ [PURE](#) (only for physicians with Solvay email address; ask the [OH Data Mgr.](#))
- ★ The OH physician (trainee) reads the following 3 key presentations:
 - ✓ [Occupational Health Essentials](#)
 - ✓ Group requirements in Occupational Health: [onboarding IND-HSE-OH-08-PRO](#)
 - ✓ [Solvay WellBeing@Work Awareness](#)

DURING THE MEETING:

★ **Face to face** (otherwise by hangouts or by conf call):

✔ **Presentation** of the:

▶ Solvay OH network: Who is who, Mission, vision & competences, Roadmap, Interactions with other domains at Solvay, Added value (information included in the presentation [OH Essentials](#))

▶ Medical network at Country level (if existing): functioning, meetings, distribution list, involvement of the new OH physician in this local network, Country/Regional particularities for OH, etc.

✔ **Explanations** and Q&A on:

▶ The above 3 key presentations (read by the OH physician before the meeting)

▶ The key/essential knowledge (listed at the next page)

▶ Classification of occupational accidents (see [Appendix 2](#) of procedure [IND-HSE-01.01-PRO](#))

▶ Work accommodation

▶ Return to work

✔ **Internal tools**:

▶ Solvay intranet [OH Wikipages](#)

▶ [OH Gate](#)

▶ [Medexis OH1 or Kitry](#) if installed/will be used

▶ PURE ([OH Indicators](#) , consultation of occ. diseases declared by the Site)

✔ **Action plans** defining:

▶ for implementation or development of OH practices in the Site, according to local regulations, Solvay recommendations and the specific risks of the Site

▶ to identify and create a contact/relationship with external Clinics/Hospitals/Services where the employees could be sent to, for complementary tests related with the medical surveillance or for medical emergency

✔ **Skills and needs**:

▶ Identification in the fields/topics on which the new OH physician is skilled and is interested in

▶ Define needs on periodic meetings between the new OH physician and the Medical Referent of the Country/Region

★ **If the meeting is held at the Site** of the (new) physician:

✔ Visit the Site

✔ Meet the Site HSE and exchange on the site risks, risk-based medical surveillance process, medical emergency

✔ Meet the Site HR and exchange on WBAW, Maternity protection, return to work



Key / Essential knowledge (mandatory)



KEY PRESENTATIONS :



[Occupational Health Essentials](#)



Group requirements in Occupational Health: [onboarding IND-HSE-OH-08-PRO](#)



[Solvay WellBeing@Work Awareness](#)



OH PROCEDURES and GUIDELINES



Group requirements in OH: [procedure IND-HSE-OH-08-PRO + self-assessment tool](#)



Medical surveillance: [presentation](#)



[Risk-based medical surveillance process](#)



[Content of medical surveillance](#)



[Maternity protection](#)



Human BioMonitoring of exposure : [presentation + guideline](#)



[OH Indicators](#)



Specific guidelines on [Burns](#), [Phenol](#), [Chlorine](#), [HF](#), [Heat stress](#)



Medical formalities prior to expatriation : [presentation + guideline](#) (under revision)



[Occupational diseases](#)



WELL-BEING at WORK :



WBAW program (included in the key presentation [Occupational Health Essentials](#))



Burn-out observatory deployment: [presentation](#) and [tools](#)



[Local support on WBAW](#)



[ARCHIVING medical records](#)



[GDPR](#) (only for EMEA internal OH Physicians): [General information notice for Solvay employees](#)



[HSE TRANSVERSAL TOPICS](#) : [Key/Essential knowledge \(mandatory\)](#) (see K/E; lower half of the table; column Domain Expert / Specialist on Site)



Specific Training



After agreement of your Site, participate in the presential training proposed by Solvay in relation with Well-being At Work : “ [Local support on WBAW](#) ”



[GDPR](#) for EMEA internal OH physicians (for all, not only the new hired): if not yet trained, plan a training with [Séverine Diochon](#) (Data Protection and Privacy Office, DPPO)



Other useful Information

➔ [CARDIOPULMONARY RESCUSCITATION \(CPR\)](#)

➔ [INDUSTRIAL HYGIENE :](#)

- ★ [Hearing conservation: noise exposure management \(\[onboarding document\]\(#\) & \[guideline\]\(#\) \)](#)
- ★ [Chemical Risk Assessment and management \(\[onboarding document\]\(#\) \)](#)

➔ [SAFETY and Other HSE TRANSVERSAL TOPICS: \[Useful Information \\(suggested\\)\]\(#\)](#) (see UI; lower half of the table; column Domain Expert / Specialist on Site)

➔ [GDPR \(only for EMEA internal OH Physicians \):](#)

- ★ [The essentials of GDPR](#) (YouGrow, 2h course)
- ★ [Data protection and privacy awareness](#) (Crossknowledge)
- ★ [Data protection and privacy policy](#)

➔ [LEGAL:](#)

- ★ [Code of Business Integrity](#) (specific info about the existence of a speak-up line if an employee is under a non-compliance situation)
- ★ Only for Solvay internal OH Physicians: don't hesitate to contact the country lawyer in case of need or in default, the Industrial Legal Department (consult the [Legal organizational chart](#).)
- ★ Local legal regulations should be always respected

i Questions or comments: please contact [Dr. Isabel Ortega](#)