

# QSCU OHS&R MANAGEMENT SYSTEM

## PROCEDURE 47 – Health Assessment

### 1. PURPOSE

This procedure defines requirements for the development of programs for assessment and ongoing monitoring of employees health where significant or high OHS&R risks are identified.

Health assessment programs are required to:

- assess people's fitness to perform specific work activities;
- ensure disabilities do not compromise the well being of others;
- monitor for affects from exposure to radiation and chemical and physical agents at work (required under legislation in some states); and
- provide input to employee health promotion programs.

### 2. MANDATORY REQUIREMENTS

1. Requirements (or otherwise) for pre-placement, job transfer and periodic health assessments shall be identified for each significant or high risk class of position, taking into account the demands of the position and potential for exposure to radiation, chemicals, physical agents and operation of high risk plant items.
2. Health assessment requirements shall include legislative requirements for:
  - monitoring the health affects from exposure to any chemicals, radiation, biological hazards and other physical agents; and
  - health assessments to determine ongoing fitness for work.
3. Pre-placement health assessments shall be performed on prospective employees for identified significant or high risk positions prior to offers of employment to ensure that persons are able to safely perform the tasks expected of the position and so as not to compromise the safety of themselves or others i.e. where it has been determined that existing injuries / illnesses may affect the safety of that person or other persons in the position.
4. Job transfer health assessments shall be performed on all identified significant or high risk positions to enable a job transfer/significant job redesign to proceed:
  - prior to transfer to positions which involve a significant change in work location, hours of work (including travel times), physical or other demands, use of dangerous machinery or plant or exposure to chemicals or physical agents;
  - where specific health issues may significantly affect a persons ability to safely perform the work or would compromise the safety of themselves or others.

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5. Individual periodic health monitoring plans shall be established and maintained where;
  - Periodic assessments for an employee are indicated by regulatory and/ requirements.
  - An employee has a medical condition (known to the Company) which has the potential to significantly compromise the health and safety of themselves or others.
6. Where an individual health assessment and or a periodic health monitoring plan is required, it shall be developed in conjunction with a qualified and competent person i.e. an Occupational Hygienist, Occupational Health Service Provider, Medical Practitioner.
7. Personal health information obtained from the conduct of health assessments shall be managed in accordance with relevant Privacy legislation and shall remain confidential and accessible only to the Company nominated Occupational Health Service Provider.
8. OHS&R training records shall be retained indefinitely.
9. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

### 3. RESPONSIBILITIES

#### Responsible Manager

Ensure compliance with the requirements of this procedure.

### 4. REFERENCE DOCUMENTATION

- A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION

### 5. FORMS

- A. ASSESSMENT OF JOB REQUIREMENTS FORM
- B. PRE-PLACEMENT HEALTH ASSESSMENT FORM