

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 50 – Occupational Health Services/Medical Records/Epidemiology

1. PURPOSE

This procedure describes requirements for the provision of occupational health resources to support the implementation and maintenance of First Aid, Emergency and Occupational Health procedures.

This procedure also defines the requirements for the maintenance of individual health records for all company employees and relevant contractors.

2. MANDATORY REQUIREMENTS

1. Each site shall have ready access to an occupational health service (where practicable) within their locality.
2. A personal health record shall be established and maintained for each employee who:
 - participates in a Company health assessment program; or
 - participates in a rehabilitation program for work or non work related conditions.
3. Records shall be located on Company premises and under the control of the Company wherever practical.
4. Where it is not practical for records to be maintained on Company premises, formal arrangements shall be established with a designated occupational health provider to ensure:
 - the integrity and security of the records;
 - confidentiality of medical information;
 - ongoing access by nominated responsible Company staff;
 - archival of records in a form retrievable by the Company (subject to confidentiality provisions) for sixty years following cessation of employment;
 - continuity of access and storage of records to be maintained in the event of a change in provider. The occupational health provider ensures that:
 - hard copy records are stored in a locked fire resistant cabinet with access limited to professional occupational health staff;
 - computer records are password protected or subject to other mechanism for limiting access to professional occupational health staff;
 - secure backup arrangements are in place for computer records and that they are periodically tested ; and
 - personal health records are periodically inspected for deterioration.
5. Personal health records shall include records of any occupational illness' and injuries and copies of health assessment results required under applicable workplace hazardous substances regulations.

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 50 – Occupational Health Services/Medical Records/Epidemiology

6. Confidential medical information contained within personal health records shall not be disclosed without the written informed consent of the person unless required by legislation or a court order.
7. Personal health records shall be maintained for at least 60 years following cessation of employment.
8. At the conclusion of a period of 60 years from cessation of employment, the appointed archivist contacts the nominated Company representative for instructions on disposal of the records.
9. Where an employee requests access to their occupational health record, the occupational health service provider makes arrangements for the record to be viewed in the presence of a member of the professional occupational health staff.
10. Where a request is received for access to records for a former employee, the occupational health provider advises the relevant Manager and the HR Department and, if the request is from a third party, ensures that current written informed consent has been obtained from the person who is the subject of the request, prior to release of any information.
11. The Workers Compensation / Rehabilitation provider shall also be advised of any requests for information from employee health records which could relate to a current or past work related injury or condition.
12. Upon closure of a site, or cessation of an employee, or divestment of a business, or transfer of an employee, the relevant Manager along with other relevant key stakeholders i.e. HR Department and the Workers Compensation / Rehabilitation provider, establishes a process with the occupational health provider for transfer of records to another company, site, Regulator or to an archival facility (whichever is relevant).
13. Copies of the relevant sections of the records will be forwarded to the relevant statutory authority where required by regulation
14. OHS&R training records shall be retained indefinitely.
15. 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