

# Standard Operating Procedure

**Title:** Occupational Medical Support Procedure

<b>Department</b>	<b>Environmental, Health and Safety</b>	<b>Document no</b>	<b>EHS-090</b>
<b>Title</b>	<b>Occupational Medical Support Procedure</b>		
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## 1.0 AFFECTED PARTIES

All Environment, Health and Safety personnel

## 2.0 PURPOSE

The purpose of this procedure is to provide all existing and potential colleagues with the information they need to comply with the procedures for preventative occupational medical evaluation and control in compliance with local requirements and EHS guidelines.

## 3.0 SCOPE

This procedure applies to all existing and proposed new colleagues to facilitate preventative occupational medical evaluation and control in order to:

3.1 Determine a colleague's fitness to work in a job through the assessment of the significance of past or current medical conditions.

3.2 Ensure the presence of a disability in a colleague does not compromise the well-being or safety of themselves or others.

3.3 Establish a baseline from which to measure deviations in occupational medical findings.

3.4 Review the control of exposure to reproductive hazards to minimise the risk of development of adverse reproductive effects.

3.5 Review all colleagues who are required to wear respiratory protection in the normal course of their work. This includes new and existing employees if their roles change.

3.6 Review all colleagues who are required to drive forklifts in the normal course of their work. This includes new and existing employees if their roles change.

3.7 Monitor the exposure to specific chemical and physical agents at work through the measurement of agents or their metabolites in body tissue or fluids, or the detection of health effects at an early stage. This information to be reviewed annually prior to annual medicals and all information to be passed along to OHS physician.

## 4.0 RESPONSIBILITY \ BUSINESS RULES

### 4.1 OHS Coordinator:

To coordinate and facilitate occupational medical support. To evaluate, identify and assist with the implementation of control strategies for both work area and individual needs.

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shall review the health assessment to determine the necessity of repeating it after receiving the completed request for Health Assessment form.

5.2.2 A job transfer health assessment shall be performed by the approved medical person and arranged by the Manager and co-ordinated with the Rehabilitation Co-ordinator when:

5.2.2.1 Any colleague is being transferred to another department.

5.2.2.2 Any colleague is to be transferred to an alternate position, which involves a significant change in work location, hours of work, physical demands or chemical exposures other than transfer within office environments unless the new position is significantly different to the current position held.

5.2.2.3 Any colleague that is to be transferred to jobs where specific exposures may occur or health consideration applies.

### 5.3 Periodic Occupational Medical Evaluations

5.3.1 It is a requirement of ongoing employment that all colleagues will cooperate with attending and participating in the appropriate medical assessments.

### 5.4 Medical Records

5.4.1 Medical details contained in Health Assessments shall not be disclosed without the colleague's written consent unless a court order applies or disclosure is specifically required by legislation. Records to be kept locked in personal medical files in first aid room. Access to this file is limited to the Occupational Medical Support Personnel.

5.4.2 Medical records are to be kept for entire time that colleague is employed and 30 years after they cease employment.

### 5.5 Health and Safety Program

5.5.1 Review hazard assessments and workplace risk characterisation reports for substances in the workplace, as provided by the facility colleague responsible for industrial hygiene.

5.5.2 Evaluate the need for follow up or further investigation after comparison of the above information with the medical records of colleagues working with the substances

5.5.3 Provide feedback to facility health and safety colleagues regarding work related cases that warrant further investigation

5.5.4 File copies of the above information with colleague medical records and ensure that the occupational physician is aware of the information.

### 5.6 Reports

5.6.1 The Occupational Health and Safety Coordinator shall provide written results of the assessment to the colleague if requested.

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5.9.2.2 Within three working days of the health assessment being received a meeting should be convened between the supervisor, the Human Resources colleague and the colleague. At the meeting the company representative should explain.

5.9.2.2.1 That the company has a concern over the apparent disability;

5.9.2.2.2 The company's concern is that the (continued) performance of the job may expose that colleague to adverse health consequences;

5.9.2.2.3 Health and Safety is the primary concern of the company.

5.9.2.3 Information from the colleague relating to the management of the disability is necessary.

5.9.2.4 The purpose of the meeting is to determine whether any appropriate changes either to the method of health management or the circumstances of the position can be overcome, and whether the candidate / colleague should be placed in the position of concern.

5.9.2.5 If the meeting does not result in a resolution then the matter should be sent back to the Company, who will obtain legal advice in relation to the colleague's disability and the position.

## 6.0 DEFINITIONS / ACRONYMS

N/A

## 7.0 SUMMARY OF CHANGES

Version #	Revision History
EHS-090	New