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.

To review all medical assessments conducted to ensure that the colleague / candidate is not at risk by any disability that may have been identified.
5.6.2 The Occupational Health and Safety Coordinator shall provide group reports, excluding the confidential information, to the responsible manager, if there are any anomalies in the assessments.

5.7 Colleagues Returning from Extended Sick Leave or Recovering from Significant Injury or Illness

5.7.1 The manager must provide the certifying Doctor or the Occupational Health Safety and Rehabilitation Co-ordinator with details of duties to be performed by the colleague on a return from extended sick leave or a significant injury and obtain a medical clearance to return to work. This is a requirement should the colleague be off work for more than 15 consecutive days.

5.8 Medical Fitness to Continue

5.8.1 A “fitness to continue” medical assessment will be organised to determine if a colleague is fit for their normal duties. This may become necessary for a colleague that has had excessive sick leave, or if some concern exists over an identified medical condition, which may affect the health and safety of the colleague or their co-workers.

5.8.2 This assessment shall be undertaken following review of a colleague’s medical history and sick leave record.

5.8.3 The manager shall liaise with the Rehabilitation Co-ordinator, and the Human Resource department. The colleague will be kept appraised of all and any results that are obtained pertaining to their health and general fitness for work.

5.9 Negative Health Assessment Results

5.9.1 Pre-placement Health Assessment

5.9.1.1 Immediately upon receiving the results of the pre-placement health assessment (which indicate that the candidate or colleague may have a disability or pre-existing condition) the OHS Co-ordinator will contact the Human Resource colleague who is coordinating the recruitment. The Occupational Physician will discuss any adverse results to the candidate at the medical assessment.

5.9.1.2 The Health Assessment results are passed onto the colleague by the Occupational Physician. The Occupational Physician will refer the candidate on to their own doctor for further advice.

5.9.2 Periodic Health Assessment

5.9.2.1 At the time of the assessment, the Occupational Physician will discuss any adverse results with the colleague.

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.