

## **HR29 Health Information Collection Policy**

### **Purpose**

The Organisation seeks to ensure, so far as is reasonably practicable a safe and fair work environment for all workplace participants.

Collecting medical information about workplace participants has three purposes:

- a) To assess the workplace participant's ability to perform the inherent (essential) requirements of the position;
- b) To be alert to the possible dangers or risks to a workplace participant's health arising from the performance of particular work; and
- c) To ensure the health, safety and welfare in the workplace.

### **Application of the Policy**

This Policy applies to all employees, prospective employees, agents and contractors (including temporary contractors) of the Organisation, collectively referred to in this Policy as 'workplace participants'.

### **Privacy and Confidentiality**

Information about a workplace participant's health will be handled in a confidential and secure manner. The information used only for the purposes intended and limited to those who need to know for the purposes of decision making.

### **Procedure**

#### *Job analysis*

To ensure that medical information which is requested from workplace participants relates to the individual's ability to perform the inherent requirements of the position, the HR Manager/Executive Officer will endeavour to analyse the position to determine the requirements of the position.

Such analysis will usually involve consideration of the physical requirements of a position. This normally involves considering whether the physical requirements of the position are such that the workplace participant may be required to undertake either or both of the following steps prior to the Organisation deciding whether to make a job offer:

- a) a Health Declaration; and/or
- b) a Pre-employment medical.

#### *Health Declaration*

The health declaration must clearly identify the physical requirements for the position. In the health declaration, the workplace participant is required to state that they understand and can comply with the physical requirements for the position.

#### *Pre-Employment Medical Examinations*

A pre-employment medical examination will only examine physical attributes which are required to enable the workplace participant to fulfil the physical requirements of the position.

Pre-employment examinations will be performed by a medical practitioner nominated by the Organisation and the Organisation will cover the cost of the medical examination.

The workplace participant is entitled to access the results of the pre-employment medical examination.

#### *Use of Medical Information*

The use of health information will be confined to the purposes outlined in this policy.

#### **Assistance**

Where a medical condition exists which may prevent the workplace participant from performing the inherent requirements of the job, the Organisation will endeavour to make reasonable adjustments to the position to assist the person. If such assistance can be made, the Organisation will consider whether doing so would impose an unjustifiable hardship on the Organisation. If it would impose an unjustifiable hardship on the Organisation, such assistance will not be made.