

Section 3.14

Health Monitoring

1. Purpose

The purpose of this procedure is to implement health monitoring procedures, as required, to ensure the health and wellbeing of all employees.

2. Scope

This procedure applies to all employees and all workplaces.

NOTE: Council staff are expected to exercise care in regard to their own health and safety at work and to comply with all Council policies and procedures established for the protection of their health, safety and wellbeing.

3. Method

3.1. Smoking on a Council Site or in a Council Vehicle

The Council is a smoke free workplace and smoking is not permitted in any Council building including the perimeter of buildings or in any Council vehicle.

3.2. Staff Medical Examinations

New and existing staff should advise the Human Resources Manager (HRM) of any health problem which, as a result of the nature of the work undertaken, may put their health and safety or the health and safety of other employees or any other person, at risk.

Protection of the confidentiality of such disclosed information will be determined in consultation with the employee.

Prior to appointment, applicants for positions with the Council may be required to undergo a medical examination in accordance with the Council's Human Resources Management Policies and Procedures. Where this is required, the medical examination will be arranged by the Manager/Supervisor in conjunction with the HRM.

3.3. Staff Illness During Working Hours

The employee's Manager/Supervisor should be advised by any employee who becomes ill during working hours.

In cases requiring medical attention, an ambulance may be called or staff will be assisted to attend their own medical practitioner or transported to the nearest medical clinic or hospital.



3.4. Potential Occupational Health Risks During Pregnancy

Where, in the opinion of a registered medical practitioner, illness or risks arising out of the pregnancy or hazards connected with the work assigned to the employee make it inadvisable for the employee to continue at her present work, the employee shall, wherever practicable, be transferred to a safe job or work environment (without any loss of terms or conditions until the commencement of maternity leave).

If the transfer to a safe job is not practicable, the employee may, or the employer may require the employee to take leave for such period as is certified necessary by a registered medical practitioner and such leave shall be treated as maternity leave (see Appendix 1).

3.5. Health Monitoring

The Council will adhere to and fulfil all legislative requirements in regard to health monitoring and will undertake any other recommended monitoring arising out of staff or environmental surveys.

All health monitoring tests (eg audiometry tests) and programs will be paid for by the Council and made available to employees free of charge.

Health monitoring will only be undertaken where there is a recognised medical monitoring technique.

All employees subject to health monitoring will be provided with a clear explanation of the need for monitoring and the process the monitoring will take. This will include the method by which employees are notified of the date of the monitoring/tests and how and when they will be notified of the results.

Where an adverse result is detected during such monitoring, the employee will be provided with appropriate treatment which includes counselling. Adverse results will in no way jeopardise the employment opportunities of any employee, providing that the employee is able to meet and fulfil the inherent requirements of the position.

Confidentiality will be maintained at all times and results will only be passed on to another party where there is specific legal requirement to do so.

The HRM shall coordinate the health monitoring program and records of all health monitoring will be kept by the Council for sixty (60) years.



4. Related Documents

1. Section 3.17, *Health and Safety Records Storage*

5. Attachments

1. Relevant Legislative Provisions



ATTACHMENT 1 – RELEVANT LEGISLATIVE PROVISIONS:

The (Victorian) *Equal Opportunity Act 1995* contains the following provisions:

“69. Things done with statutory authority

- (1) *A person may discriminate if the discrimination is necessary to comply with, or is authorised by, a provision of -*
 - (a) *an Act, other than this Act;*
 - (b) *an enactment, other than enactment under this Act.*
- (2) *For the purpose of sub-section (1), it is not necessary that the provision refer to discrimination, as long as it authorises or necessitates the relevant conduct that would otherwise constitute discrimination”.*

“80. Protection of health, safety and property

- (1) *A person may discriminate against another person on the basis of impairment or physical features if the discrimination is reasonably necessary –*
 - (a) *to protect the health or safety of any person (including the person discriminated against) or of the public generally;*
 - (b) *to protect the property of any person (including the person discriminated against) or any public property.*
- (2) *A person may discriminate against another person on the basis of pregnancy if the discrimination is reasonably necessary to protect the health or safety of any person (including the person discriminated against)”.*