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CS ENERGY PROCEDURE

PRE-EMPLOYMENT HEALTH ASSESSMENTS CS-HR-70

Responsible Officer: Human Resources Business Partner Corporate
Responsible Manager: Head of Human Resources
Responsible Executive: Executive General Manager Corporate Services

DOCUMENT HISTORY

Key Changes	Prepared By	Checked By	Approved By	Date
Original Release				01/08/2004
Updated with changes based on Legal Advice				01/09/2004
Changes to clauses 3.1, 3.6, 4.1, 5.0 and the health assessment form				01/02/2005
Updated section 3.5, 3,6 and 4.1				01/07/2005
Re named Procedure Number to OHS 10				01/02/2006
Amendments made by HR				01/03/2007
Updated to reflect current process	H Lonsdale	M Wickson J Urquhart	K Best	26/04/2019

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1 PURPOSE

CS Energy has an obligation to ensure the health and safety of its employees and to provide and maintain a safe and healthy work environment.

To safeguard any potential employee, CS Energy may require them to undergo a pre-employment health assessment (medical examination) as a condition of the applicant's appointment and prior to commencement.

The health assessment will assist in determining whether an applicant has any medical condition, which may:

- impact on their ability to perform the inherent occupational requirements of the position;
- place the applicant at an increased risk of injury or illness or re-aggravation/reoccurrence of a pre-existing medical condition if carrying out the inherent occupational requirements of the proposed position;
- place others in the workplace at increased risk of injury or illness.

2 SCOPE

This procedure and associated Human Resources pre-employment processes apply to all prospective employees of CS Energy. It does not apply to:

- contractor staff, consultants, labour hire workers
- visiting workers, tour groups
- work experience and vocational education students
- volunteer workers.

CS Energy reserves its right to require an applicant for a position with the company to undergo a pre-employment health assessment (medical examination) to determine if the applicant has any medical conditions that may impact on their ability to perform the inherent occupational requirements of the position.

3 RESPONSIBILITIES AND ACCOUNTABILITIES

3.1 Human Resources

Human Resources is responsible for the following:

- advising relevant applicant/s of the requirement to successfully complete a pre-employment medical examination as part of the recruitment and selection process;
- ensuring appropriate consent is obtained from the applicant to complete the pre-employment medical process;
- communicating to applicants', the requirements of the pre-employment medical process, including that if successful in their application, they cannot commence employment until the medical practitioner confirms they are able to fulfil the inherent occupational requirements of the position (this may be subject to, if required, CS Energy making reasonable adjustments to the workplace to manage fitness restrictions as identified by the medical practitioner);
- liaising with Health and Safety representative regarding any fitness restrictions identified by the medical practitioner;

- ensuring that applicants do not commence employment until it is confirmed by the medical practitioner, and if required, the health and safety representative who has completed a risk assessment regarding any identified fitness restrictions, that the applicant is able to fulfil the inherent occupational requirements of the position;
- confirming with the applicant that they may commence employment and if required, the outcome of any risk assessment or management of any fitness restrictions;
- confirming with the applicant that they are unable to commence employment, where it has been determined that the employee is unable to fulfil the inherent occupational requirements of the position;
- handling and storing any documentation on pre-employment health assessments (confidentiality) in accordance with the requirements of the Privacy Act.

3.2 Executive General Managers/ General Managers/ Site Managers

General Managers and Site Managers are responsible for:

- assisting in the identification of those positions for which a pre-employment health assessment is not required.

3.3 Health & Safety

The Site Health and Safety Business representative is responsible for:

- identifying the occupational hazards and health requirements associated with job roles;
- providing a risk assessment regarding the management of any fitness restrictions identified by the medical practitioner;
- liaising with Human Resources representatives regarding the outcome of the risk assessment and management of fitness restrictions.

4 PRE-EMPLOYMENT ASSESSMENT PROCESS

4.1 Introduction

As part of the recruitment process, applicants may be required to complete a pre-employment health assessment. The pre-employment health assessment will determine if the applicant is fit to perform the inherent occupational duties of the position and will identify restrictions that may need to be managed subsequent to appointment. Refer to Attachment 8.1 Pre-employment Health Assessments – Process Flow.

The pre-employment health assessment is an essential tool used to assess an applicant's suitability for a position. It is part of a complete pre-employment process that, along with other information (such as reference checking, interviews etc.) enables CS Energy to make an informed decision.

4.2 Occupational Hazards and Health Requirements

The Human Resources representatives involved in the pre-employment process will confirm the occupational hazards and health requirements associated with the position as advised by the Health and Safety representative.

Where Job Role / Functional Descriptions are developed for a vacant or advertised position they will be provided by the Chief Medical Officer to the medical practitioner conducting the medical examination.

4.3 Offer of employment

An offer of employment to the preferred applicant will be subject to successful completion of a pre-employment health assessment (medical examination). At the commencement of the recruitment process the requirements associated with a pre-employment health assessment must be explained to the applicant;

Any offer of employment is:

- conditional upon the applicant being able to perform the inherent occupational requirements of the position, and
- subject to the applicant being willing to complete a pre-employment health assessment.

4.4 Medical Examination

The health assessment will be conducted by a registered medical practitioner who will consider the inherent duties and occupational requirements for position, the occupational hazards identified for the position and the applicant's personal health declarations related to the position.

The medical practitioner will examine the applicant and provide the CS Energy Chief Medical Officer with a report of medical findings. The Chief Medical Officer will issue a Certificate detailing whether the applicant is fit to undertake the inherent duties of the position and any restrictions that may apply. Personal medical information will not be disclosed to CS Energy other than the recommendations contained in the Fitness for Duty certificate. All information will be secured and protected from misuse.

4.5 Restrictions affecting applicant fitness

If the Chief Medical Officer certifies that the applicant is not fit or has restrictions that must be considered, Human Resources will refer the matter to the Health and Safety representative for a recommendation regarding whether the medical restrictions may be safely managed within the job role.

The Health and Safety representative will conduct a risk assessment in conjunction with the Supervisor of the relevant position to determine whether the restrictions noted are able to be managed in a way that would not:

- place the applicant at an increased risk of injury or illness or re-aggravation/reoccurrence of a pre-existing medical condition if carrying out the inherent occupational requirements of the proposed position; or
- place others in the workplace at increased risk of injury or illness.

The Chief Medical Officer may be consulted to assist with the development of a medical management plan for the applicant, if required.

5 DEFINITIONS

Term	Definition
Occupational requirements	A description of the physical and psychological requirements of a particular position.

6 REFERENCES

Reference No	Reference Title	Author
B/D/17/17210	Procedure - CS-OHS-75 - Health Hazard Exposure Management	CS Energy
B/D/12/18413	Procedure - CS-HR-4 - Recruitment and Selection	CS Energy

7 RECORDS MANAGEMENT

In order to maintain continual improvement, suitability, safety and effectiveness of the organisation, CS Energy's registered documents will be reviewed on a two-yearly basis or at intervals specified by legislative or regulatory requirements. Review of controlled documents should occur where it has been identified that there are changes in technology, legislation, standards, regulation or where experience identifies the need for alteration to the content. Registered documents should also be reviewed following an incident, change management process, modification or where directed as part of a risk assessment process. A 'review' can simply mean that it has been identified, confirmed and appropriately recorded that no changes are required and that the existing process remains the same.

CS Energy must ensure that records are retained according to accountability, legal, administrative, financial, commercial and operational requirements and expectations. In compliance with records retention and disposal, all documentation created in relation to CS Energy business must be retained in line with minimum retention periods as detailed in legal retention and disposal schedules.



8 ATTACHMENTS

8.1 Attachment 1 – Pre-employment Health Assessments – Process Flow Chart

