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CS ENERGY PROCEDURE

PRE-EMPLOYMENT HEALTH ASSESSMENTS CS-OHS-10

Responsible Officer: Principal Adviser – Health and Safety
Responsible Manager: Head of Health and Safety
Responsible Executive: Executive General Manager Corporate Services

DOCUMENT HISTORY

Key Changes	Prepared By	Checked By	Approved By	Date
Original Release				01/08/04
Updated with changes based on Legal Advice				01/09/04
Changes to clauses 3.1, 3.6, 4.1, 5.0 and the health assessment form				01/02/05
Updated section 3.5, 3.6 and 4.1				01/07/05
Re named Procedure Number to OHS 10				01/02/06
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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 health work environment.

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

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, and
- 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 an 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:

- i. casual and contractor staff, consultants, labour hire workers
- ii. visiting workers, tour groups
- iii. work experience and vocational education students
- iv. 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 prevent him/her from performing the inherent occupational requirements of that position.

3 RESPONSIBILITIES AND ACCOUNTABILITIES

3.1 General Managers/ Site Managers

General Managers and Site Managers are responsible for ensuring:

- i. potential occupational hazards and health requirements are described on the medical examination form.
- ii. ensuring applicants who are required to undergo a pre-employment health assessment (medical examination) do not receive an offer of employment, until the medical practitioner confirms the applicant is able to fulfil the inherent occupational requirements of the position.
- iii. identifying those positions for which a pre-employment health assessment is not required.

3.2 Human Resources

Human Resources shall be responsible for the following:

- i. determining the number of applicant/s who are required to undergo a pre- employment medical examination
- ii. communicating to applicants the requirements of this procedure
- iii. handling and storing any documentation on pre-employment health assessments (confidentiality) in accordance with the requirements of the Privacy Act.
- iv. ensuring the occupational hazards, and health requirements are listed on Section 1 of the Form S1875 (Pre- Employment Health Assessment Medical Examination Form).
- v. obtaining the appropriate consent of the applicant through the e-recruitment application form and Pre- Employment Health Assessment Form Section 2. Health & Safety Adviser/Health & Safety Manager

The Site Health and Safety Adviser or the Principal Adviser Health and Safety is responsible for:

- i. identifying the occupational hazards associated with the position; and
- ii. outlining the occupational health requirements associated with the position.

3.3 Contractors / Consultants

Contractors / Consultants are responsible for ensuring that:

- Insert dot point key responsibilities

4 PRE-EMPLOYMENT ASSESSMENT PROCESS

4.1 Introduction

As part of the recruitment process, applicants will be required to complete a pre-employment health assessment. The pre-employment health assessment will verify the applicant is physically fit to perform the inherent occupational duties of the position, and will help to guard against work related illness or injury occurring subsequent to their employment. Refer to Attachment 1 Pre-employment Health Assessments for the process flow.

4.2 Medical Examination

The pre-employment health assessment is an essential tool used to assess an applicant's suitability for a proposed 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.

The health assessment is to be conducted by a registered medical practitioner who will take into account 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. All medical information obtained in Sections 2 and 3 of the Health Assessment Medical Examination Form, as part of this process, will be treated as confidential. The health assessment is to be recorded on Form S1875 Pre-employment Health Assessment (Medical Examination) Form.

The medical practitioner will examine the applicant, complete the form in light of the information provided and on the examination findings. Section 4 of the Form is to be forwarded to the CS Energy Human Resources personnel involved in the pre-employment process. All medical information will be kept secure and be protected from misuse.

4.3 Role Purpose Statement / Position Description

Where Role Purpose Statements/Position Descriptions are developed for a vacant or advertised position they are to be provided to the medical practitioner conducting the medical examination.

4.4 Occupational Hazards and Health Requirements

The Human Resources personnel involved in the pre employment process are to ensure the site Health and Safety Adviser or Health and/or Health and Safety Manager list the important occupational hazards and health requirements associated with the position on the Pre-employment Health Assessment Record Form S 1875 prior to forwarding it to the medical practitioner.

4.5 Medical Examination Assessment

Upon receiving Section 4 of the health assessment form, the CS Energy Human Resources personnel will seek confirmation from the medical practitioner that the applicant has undergone the assessment. If the applicant:

- i. meets all the other application criteria, and
- ii. is confirmed as being able to perform the inherent occupational requirements of the position,

an offer of employment may be made to the applicant. For specific health assessment information, the applicant should be referred to the medical practitioner.

4.6 Recruitment

During the recruitment process the requirements associated with a pre-employment health assessment must be explained to the applicant at the beginning of the process.

Any offer of employment is:

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

5 DEFINITIONS

Term	Definition
	(Arial Font – Size can be reduced from 11 pt to suit table requirements)

6 REFERENCES

Reference No	Reference Title	Author
	HR Business Processes: Recruitment Process	OSCAR
	Fit for Duty Policy	CS Energy
CS-HR-4	Recruitment and Selection	CS Energy
Form S175	Pre-employment Health Assessment (Medical Examination)	

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

