08 PRE-EMPLOYMENT MEDICAL POLICY

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Strategic Outcome:	Good government
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Responsible Officer:	Director Corporate Services

1. POLICY STATEMENT

Prospective employees may be asked to undertake a pre-employment medical examination, including a drug screen.

As a caring employer, Council has obligations under *s344* of the *Local Government Act* 1993 and the *Workplace Health and Safety Act* 2010 with respect to employees' safety and risk.

2. PURPOSE

A proper medical examination will afford Council accurate guidance as to the physical capability of a prospective employee to perform the job for which they have applied

3. SCOPE

This policy applies to:

- Prospective employees
- Council Human Resources staff
- Council management

4. OBJECTIVE

Manage human resource and work-force development activities through the implementation of the Berrigan Shire's Workforce Development Plan 2013 - 2017

5. POLICY IMPLEMENTATION

<u>Scope</u>

All persons selected for temporary, casual and permanent appointment to Council's service will be required to undergo a pre-employment medical examination and drug screen to determine fitness to perform nominated duties.

Such examination will be conducted by a medical practitioner approved by Council and will be at Council's expense on the understanding that the examination forms a further part of the selection process.

In each instance pre-employment medical examination are to be carried out appropriate to the employment duties.

Assessment

The Council will provide the approved doctor with a position description and a breakdown of tasks (and their range).

The doctor is to assess an applicant's capacity to undertake the tasks required in the relevant position. The applicant is also required to accurately represent his/her physical condition and special requirements.

Information from the employer and applicant will then ensure that the doctor is fully informed and in a position to assess an applicant's suitability for tasks within a given job. The range of assessments for the doctor to apply will not necessarily preclude applicants from employment if they are not totally fit medically.

The doctor is to report and assess within a range of classifications and to comment on special requirements.

The classifications are:

1. Suitable for employment.

2. Suitable for employment but with a minor problem which will not affect his/her work but which may need protection, or modification of task or workplace

3. Suitable for employment in position proposed, may be unsuitable for other positions.

4. Not suitable for employment in the position or a substantial workers compensation insurance risk. Would place themselves or others at risk if required to perform tasks stated.

The Council will provide a standard form for the assessing doctor to complete and return to the Council.

Drug screening

Berrigan Shire Council is a drug and alcohol free workplace. As part of its obligation to ensure a safe environment for other employees and the general public, use of drugs of abuse by Council staff is not acceptable.

All persons selected for permanent appointment to Council's service will be required to undergo a pre-employment drug screen in line with AS 4308:2008 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

The screen will form part of the pre-employment medical.

The results of the screen may lead to the Council not proceeding with an offer of employment.

Outcomes

Previous injuries or current impairments do not jeopardise prospective employment unless:

1. an applicant would be unable to do the job

2. if doing the job constitutes a substantial risk to themselves or others

3. if the special requirements of the applicant cannot reasonably or practicably be met.

Medical information collected by the Council under this policy will only be used for the purposes of assessing suitability for employment as per the *Privacy and Personal Information Act* 1998 and *Health Records and Information Privacy Act* 2002

6. RELATED POLICIES OR STRATEGIES

6.1. Legislation

- *Local Government Act* 1993
- *Workplace Health and Safety Act* 2010
- *Anti-Discrimination Act* 1977
- *Privacy and Personal Information Act* 1998
- *Health Records and Information Privacy Act* 2002
- *Local Government (State) Award* 2010
- AS/NZS 4308:2008 *Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine*

6.2. Council policies and guidelines

- Berrigan Shire Council *Code of Conduct*
- Berrigan Shire Council Policy 115 – *Drug and Alcohol Free Workplace Policy*
- Berrigan Shire Council Policy 121 – *Equal Employment Opportunity, Workplace Bullying and Harassment Policy*