

## Employee Health Monitoring Policy

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Employee Health Monitoring Policy	1.0.0	December 2015
Date Adopted	Minute Number	Status
17 December 2014	3964	New policy

### Purpose

The purpose of this policy is to provide for the identification, health maintenance and required monitoring and reporting of health monitoring for Greater Hume Shire Council employees who are potentially exposed to health risk during the course of their work.

### Scope

All employees working in positions identified as having potential exposure to health risk.

### Definitions

Asbestos Health Monitoring – as required by the *WHS Regulation 2011*

Audiometric (hearing) Testing – as required by the *WHS Regulation 2011*

Hazardous Chemical Health Monitoring (HazChem) – as required by the *WHS Regulation 2011*

Vaccination Childcare Worker – Measles, Mumps, Rubella, Whooping Cough, Chicken Pox

Vaccination Twinrix – Hepatitis A & B

Vaccination Tetanus

Vaccination (other) – eg: Zoonosis

Pathology – blood test to check/confirm vaccination immunity

### Policy Content

Greater Hume Shire Council recognises the need to undertake periodic health monitoring to ensure that employee health has not been compromised by their work environment or potential exposure to hazardous work, chemicals, substances or pathogens.

In accordance with the relevant legislative requirements and in consultation with employees via the WHS Committee, Council will identify all positions where employee health maintenance and monitoring is required and implement a health monitoring program.

This program will include recurrent provisions, as required, for:

- relevant vaccinations and any related pathology screening
- asbestos health monitoring
- audiometric testing
- hazardous chemical health monitoring.

Council will ensure that health monitoring is performed in accordance with the relevant legislative requirement by an appropriately qualified medical / health practitioner at the Council's expense.

Health monitoring results will be available to the respective employees undertaking the monitoring and will remain confidentially with Council for the appropriate retention period. Generic (no name) results may also be used to determine if the level of protection provided is adequate, eg: for personal protective clothing and equipment, procedures, etc.

Health monitoring should not be perceived as a means of penalising employees for any health problems they may have developed (whether work-related or not), but as an effort to ensure optimum employee health and safety and continuous improvement of our health and safety system.

## Employee Health Monitoring Policy

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Legislated health monitoring included in this policy is mandatory and any refusal to participate must be provided in writing with supporting medical evidence. Refusal to undertake legislated health monitoring without reasonable cause will result in disciplinary action.

### Links to Policy

Asbestos Policy  
Injury Management Policy  
Risk Management Policy  
Work Health and Safety Policy

### Links to Procedure

Council will develop procedures to clearly define and document the process and guidelines for conducting employee health monitoring.

### Links to Forms

Nil.

### References

Safe Work Australia, 2013, *Hazardous Chemicals Requiring Health Monitoring*, ISBN 978-1-74361-038-1

### Responsibility

General Manager

### Document Author

Risk & WHS Coordinator

### Relevant Legislation

WHS Act 2011  
WHS Regulation 2011

### Associated Records

GHSC Employee Health Monitoring Program (InfoXpert Doc ID:155964)