

Medical Examination Policy

Reference Number: P56
Organisational Unit: All
Responsible Position: Director Corporate Services
Relevant Delegations: Nil
Date Adopted: 6 May, 2016
Review Date: Every three years

Objectives

1. To assess the ability of a potential employee to carry out the duties required of the position prior to an offer of employment.
2. To allow the Central Desert Regional Council to prevent injury or illness and prevent any exacerbation of pre-existing medical conditions in its workers; and to assess appropriate modifications or adjustments to working conditions and equipment.
3. To establish a record of an employee's state of health prior to commencement of work with Council to enable the Council to comply with its Primary Duty of Care obligations.

Legislation and Reference

- Anti-Discrimination Act 1992 (NT)
- Central Desert Regional Council Enterprise Agreement
- Disability Discrimination Act 1992 (Cth)
- Fair Work Act 2009 (Cth)
- Human Rights and Equal Opportunity Commission Act 1986 (Cth)
- Local Government Act 2014 (NT)
- Work Health and Safety (National Uniform Legislation) Act 2011 (WHS (NUL) Act) (NT)

Policy

Scope

This policy applies to all prospective and established workers and managers of Council.

Definition

A worker is defined as an employee of the Council, an employee of a labour hire company who has been assigned to work in the Regional Council, an apprentice or trainee, a student gaining work experience and a volunteer.

Outline

1. Prior to employment, potential new employees are required to provide information to Council about their fitness to perform the inherent duties that they are being considered for by filling a form that will be supplied to them by Human Resources (HR).
2. In addition to completing the form supplied by HR, the prospective employee must also submit (within the agreed reasonable timeframe) a medical certificate from a certified medical practitioner that highlights that they are fit to undertake work duties as outlined in their job description.
3. If the completed form supplied to the prospective employee by HR and a medical certificate from a certified medical practitioner states that the applicant's health and fitness is satisfactory for the proposed inherent duties, then a contract of employment may be entered into if approved by the Chief Executive Officer.

4. The costs of the medical examination are to be met by Council.
5. The doctor or medical practice to be used to assess a prospective employee's fitness to perform the inherent requirements of the job is to be nominated by Council.
6. As part of meeting its Primary Duty of Care, Council may instruct an existing employee to undergo a fitness for work test and the employee will be expected to comply within the given timelines.

History

Date	Comment
6 May, 2016	Policy updated
12 April 2013	Policy adopted (CRN: 544/2013.)

