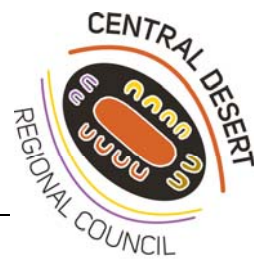


Council Policy



two ways :: one outcome

Title	Medical Examination Policy	P64	
Type	Council Policy		
Document Owner	Human Resources Manager		
Approval Date	25 July 2019	Review Date	25 July 2022
MaGiQ Document ID	690812	Council Resolution Number	OC074/2019

PURPOSE

The objectives of collecting information from medical examinations is:

- To allow Council to assist in the prevention of an exacerbation of a medical condition and to assess appropriate modifications or adjustments to working conditions and equipment.
- To establish a record of an employee's state of health prior to commencement of work with Council to enable Council to comply with its Primary Duty of Care obligations.

Information collected will not be used to discriminate current or potential staff members.

SCOPE

Applies to all existing staff, Chief Executive Officer and candidates in receipt of a written employment offer.

DEFINITION AND TERMS

Candidate – a person who has received a written offer of employment from Council.

Medical Practitioner – a Doctor (General Practitioner) or a Head Nurse in a community where a Doctor is not available.

Duty of Care – a legal obligation to take reasonable care to protect another from all reasonably foreseeable risk of harm.

Discrimination – when a person, or a group of people is treated less favorably than another person or group because of their background or certain personal characteristics.

LEGISLATION AND REFERENCE

- *Local Government Act 2008*
- *NT Work Health and Safety (National Uniform Legislation) Act 2011*
- *Fair Work Act 2009*
- Central Desert Regional Council Enterprise Agreement,
- *Anti-Discrimination Act 1992*

POLICY STATEMENT

Prior to commencement, candidates will be asked to complete a fitness for work questionnaire provided to them by Human Resources (HR).

Council Policy

Candidates may also be required to submit a medical certificate, certifying that they are fit to perform the role being offered as per the position description.

If requested a copy of the certificate is to be supplied to HR prior to commencement with Council.

If a medical practitioner certifies that a candidate is not fit for the role, a more suitable role may be offered or an employment offer may be withdrawn.

Assessments for fitness to work are only to be made by qualified medical practitioners in relation to the position description and the inherent requirements of the role.

Medical assessments will be undertaken by a practitioner of Council's choosing, and costs associated with the assessment will be borne by Council.

Council reserves the right to request existing staff to undertake a medical assessment at any time to ensure that staff are fit for their roles as part of Council's duty of care.

Employees requested to undergo a medical assessment will be required to undertake the assessment and supply the medical certificate in a reasonable or otherwise agreed timeframe.

REVIEW HISTORY

Date	Details
12 April 2013	First adopted (CRN 544/2013)
May 2016	Reviewed (OC068/2016)
25 July 2019	Reviewed (OC074/2019)