



HEALTH SURVEILLANCE PROCEDURE

1. INTRODUCTION

This procedure sets out the Health surveillance program at Charles Sturt Campus Services in accordance with the requirements of the Work Health and Safety Act (2011) and associated regulations and with Standards AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use and OHSAS18001:2007 Occupational Health & Safety Management Systems – requirements.

The Health surveillance program:

- Contributes to the detection of hazards and assessment of risk;
- Considers if Health Surveillance of staff is required
- Prevents and detects at an early stage any adverse health effects on staff;
- Assists in the evaluation of risk control measures.

2. SCOPE

This policy applies across the organisation of **Charles Sturt Campus Services Limited** and all workplaces under our control.

3. DEFINITIONS

A comprehensive list of definitions is provided in the Definitions Tool. Definitions specific to this procedure are as follows.

3.1 HEALTH SURVEILLANCE

Health surveillance is the systematic monitoring of 'at risk' staff for any adverse effects of work on their health as it relates to their duties. It is delivered through medical assessment and biological monitoring (e.g. audiometric testing and spirometer (lung function testing)).

4. SPECIFIC RESPONSIBILITIES

A comprehensive list of WHS responsibilities is provided in the document WHS Roles and Responsibilities Procedure. A summary of the specific responsibilities relevant to Health surveillance is provided below.

5.1 MANAGEMENT/ SUPERVISORS/ WORKPLACE IMPROVEMENT OFFICER

WH&S responsibilities include:

- Coordinating the Health surveillance program;
- Maintaining records of assessment according to the WHS Records Management procedure; and
- Applying corrective actions and controls to address and to prevent recurrences of adverse monitoring results.
- To ensure that procedures are in place to identify staff who require Health surveillance.
- To ensure staff who require Health surveillance are identified and provided with access to Health surveillance processes.

5.2 STAFF

It is the responsibility of staff to follow the direction of CSCS in relation to Health surveillance requirements and participate in the WHS risk management process including reporting of hazards that they identify in their workplace.



5. HEALTH SURVEILLANCE PROCESS

A risk assessment must be undertaken to determine if Health surveillance is required for any given hazard. Health surveillance must not be used as an alternative to the implementation of control measures. Typical Hazards that may require Health Surveillance include:

- Ionising Radiation;
- Biological;
- Noise; and
- Hazardous substances (especially carcinogens).

Determination of CSCS Health Surveillance

5.1 Immunisation (Vaccination)

- Immunisation is a personal matter. CSCS can only recommend and encourage that workers in certain situations be aware of their state of immunity. However CSCS has a legal responsibility to not knowingly put the health and safety of workers and others at risk.
- As far as reasonably practical, CSCS will provide information about communicable diseases risk and vaccination issues in the workplace.

Legislative Requirements

There are no specific legislative requirements covering the need for vaccination in the workplace. However employers have a general duty of care and a requirement under the Work Health and Safety Act to provide and maintain systems of work that are so far as practicable safe and without risk to employees and to provide adequate facilities for the welfare of employees. Vaccination is an accepted way of providing for the health and safety of workers in certain situations.

5.2 Hazardous Substances (Schedule 2)

We do not use any hazardous substances, only dangerous goods (corrosives) so there is no legislative requirement to monitor exposure to employee health.

5.3 Noise

Noise – there is no legislative requirement for CSCS to monitor staff hearing. This would only be necessary if the process/exposure is over a long period. (Exposure of 80dB over 8 hour period)

5.4 Lead-Risk Job

Staff are not exposed to lead based products at all in the workplace, therefore no health surveillance is required.

5.5 Review

This procedure will be reviewed if circumstances change; eg; new equipment/chemicals; work methods and, if necessary, will be presented to Board for approvals

6. RECORDS

Health Surveillance records are to be kept by Human Resources/Management as confidential files.



Records To be kept for:

- Health surveillance results 50 years

Pre-employment medical records 50 years for successful applicants; 3 months for unsuccessful applicants.

7. REFERENCES

7.1 LEGISLATION

Occupational Health and Safety Act 2011

Occupational Health and Safety Regulations 2017

7.2 AUSTRALIAN STANDARDS

AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use.

OHSAS 18001:2007 Occupational Health & Safety Management Systems – requirements

8. SIGN OFF

Company Representative:

Signed: _____

Date: _____

Name: Martin Dooner

Position: General Manager