



Pre-Employment Health Assessment Policy

1. Background

The WA Country Health Service (WACHS) accepts its duty of care obligations under Section 19 of the *Occupational Safety and Health Act 1984* (The Act) and will ensure that potential and current employees, so far as is practicable, are not exposed to risk of injury or harm.

The risk of injury or illness to an individual can be eliminated or reduced through hazard identification, risk assessment, and implementation of control measures. The Pre-employment Health Assessment is the initial component to this process.

2. Policy Statement

All prospective employees are to undergo a pre-employment health assessment.

The pre-employment health assessment will determine if:

- the applicant is able to undertake the inherent requirements of the position in a safe manner
- reasonable workplace modifications are required to enable the applicant to safely perform the inherent requirements of the position.

Health screenings are to be applied in the following situations:

- Prior to engagement for all new employees to WACHS.
- On transfer or temporary deployment to a new position if the new position contains duties significantly different to those being undertaken in the role the employee is currently performing.
- Instances where a health concern may be disclosed by an employee.

Current employees may be required to undergo pre-placement health screening in instances where a condition, disability or injury could be aggravated by performing the inherent duties of the position.

3. Definitions

Prospective Employee	Applicants who are identified as preferred or potentially suitable for the position.
Health Questionnaire	Confidential mandatory health questionnaire forwarded to preferred applicants prior to a contract of employment being issued.
Health Assessment	Where indicated, the applicant may be required to attend an assessment or receive a phone call to clarify health questionnaire responses.

Medical Examination	Where determined, the applicant may be required to attend a medical examination.
Functional Capacity Assessment	A series of tests to determine a worker's physical ability to meet the functional demands associated with their role.
Vaccination / Immunity evidence	The applicant will provide proof of vaccination and immunity where required. Provision of vaccinations may be offered in some regions.
Significant Health condition	A condition (injury or illness) that precludes the applicant from performing the inherent duties of the job in a safe manner.

4. Roles and Responsibilities

This policy applies to all employees and prospective employees of WACHS.

All managers are required to implement and apply this policy.

The Regional Human Resources Manager is responsible for regional oversight and broad implementation of this policy.

The N1 'Request to fill' and N5 'Start date' are not to be processed until the N10 PEHA has been suitably completed and assessed by the manager or assigned personnel and Health Support Services (HSS) are notified of the outcome.

5. Procedure

The requirement to complete a pre-employment health assessment (PEHA) must be clearly stated within the position advertisement, job description form and/or application form as a pre-requisite for employment consideration.

Following the interview process, in accordance with Public Sector Standards, the PEHA questionnaire is given to the preferred applicant(s) either by the manager or HSS, dependent on the interview process. The [N10 form](#) is available via HealthPoint.

A completed PEHA is to be returned to the relevant manager or site PEHA coordinator as soon as possible. If the form is misdirected to HSS, HSS will forward to the manager without delay. Timely return of the PEHA by the applicant will ensure a swift assessment and uninterrupted process.

No contract of employment is to be issued prior to the completion of the PEHA. The preferred applicant is to be advised that 'on completion and assessment of the PEHA, a determination of appointment will be made'.

Assumption of an employment contract by the applicant renders the pre-employment health assessment null.

All information detailed within the PEHA pertaining to the health status of the prospective employee is to remain confidential. The manager or PEHA coordinator must refer all significant disclosures, not pertaining to Infection Control / Immunisation, to the regional Occupational Safety and Health (OSH) department for further assessment.

The PEHA process is to be repeated when an internal job change involves a significant change in duties e.g. non-clinical to patient care position.

In the event that a medical assessment or functional capacity assessment is required, the applicant and employing manager are to be advised in writing of work capacity restrictions, if any.

The employing manager is then to determine whether any work capacity restrictions and/or proposed modification to duties can be reasonably accommodated, on the advice of the OSH and Human Resource (HR) departments. Simple modifications such as purchasing equipment (e.g. footstools and headsets) are considered practicable and reasonable.

The costs of the medical assessment or functional capacity assessment and workplace modifications e.g. equipment, are to be borne by WACHS.

6. Compliance

The PEHA is to be undertaken in a manner that is culturally appropriate.

Together with The Act, the Department of Commerce – Circular to Department and Authorities [No 2 of 2012](#), underpins the framework for pre-employment screening within the WA Public Sector.

The PEHA is considered a medical record and as such is to be maintained according to Public Sector Standards, compliant with the State Records Office of WA, General Disposal Authority for State Government Information. In accordance with current legislation, paper-based PEHA records are to be kept in a secure, locked location for no less than 15 years.

7. Evaluation

This policy is to be reviewed every five years or earlier as deemed necessary to meet legislative or operational updates. Responsibility rests with the WACHS Director Workforce.

8. Standards

[National Safety and Quality Health Care Standards](#) - 15.1, 15.5
[EQulPNational Standards](#) (5th Ed) - Criterion 3.2.1

9. Legislation

[Occupational Safety and Health Act 1984](#)

[Workers Compensation and Rehabilitation Act 1981](#)

[Equal Opportunity Act 1984](#)

[Freedom of Information Act 1992](#)

[Public Sector Management Act 1984](#)

[Health Services Act 2016](#)

10. References

Department of Commerce, Policy Statement [Pre-Employment Screening](#)

11. Related Policy Documents

WACHS [Infection Prevention and Control Policy](#) (May 23 2016)

12. Related Policies

[MP 0033/16 Recruitment, Selection and Appointment Policy](#)

**This document can be made available in alternative formats
on request for a person with a disability**

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