

HEALTH INFORMATION COLLECTION POLICY

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| Related Documents | Equity and Diversity Policy Privacy Policy Data Collection Policy |
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| Responsible Officer | HR Manager |
| References and Legislation | Privacy Act 1988 Privacy and Personal Information Protection Act 1998 (PPIPA) Health Records and Information Privacy Act 2002 (HRIPA) |

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1. Purpose

APIC seeks to ensure, so far as is reasonably practicable, a safe and fair work environment for all workplace participants.

Collecting medical information about workplace participants has three purposes:

- To assess the workplace participant's ability to perform the inherent (essential) requirements of the position;
- To be alert to the possible dangers or risks to a workplace participant's health arising from the performance of particular work; and
- To ensure the health, safety and welfare in the workplace.

2. Scope

This policy applies to employees, prospective employees, agents and contractors (including temporary contractors) of APIC, collectively referred to in this Policy as 'workplace participants'. This policy does not form part of any workplace participant's contract of employment or contract for services.

3. Definitions

| Item | Definition |
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| <i>Workplace participants</i> | Employees, prospective employees, agents and contractors (including temporary contractors) of APIC |

4. Privacy and Confidentiality

Information about a workplace participant's health will be handled in a confidential and secure manner. The information used only for the purposes intended and limited to those who need to know for the purposes of decision making.

5. Job Analysis

To ensure that medical information which is requested from workplace participants relates to the individual's ability to perform the inherent requirements of the position, the HR Manager will endeavour to analyse the position to determine the requirements of the position.

Such analysis will usually involve consideration of the physical requirements of a position. This normally involves considering whether the physical requirements of the position are such that they require the workplace participant to undertake either or both of the following steps prior to APIC deciding whether to make a job offer:

- Health Declaration; and/or
- A Pre-employment medical.

5.1 Health Declaration

The health declaration is required to clearly identify the physical requirements for the position. In the health declaration, the workplace participant is required to state that they understand and can comply with the physical requirements for the position.

5.2 Pre-employment medical

A pre-employment medical examination will only examine physical attributes which are required to enable the workplace participant to fulfil the physical requirements of the position.

Pre-employment examinations will be performed by a medical practitioner nominated by APIC and APIC will cover the cost of the medical examination.

The workplace participant is entitled to access the results of the pre-employment medical examination.

5.3 Use of Medical Information

The use of health information will be confined to the purposes outlined in this policy.

6. Accommodating Medical Conditions

Where a medical condition exists, which may prevent the workplace participant from performing the inherent requirements of the job, the APIC will endeavour to make reasonable adjustments to the position to accommodate the person. If such accommodation can be made, APIC will consider whether doing so would impose an unjustifiable hardship on APIC. If it would impose an unjustifiable hardship on APIC, such accommodation will not be made.

7. Document Change Control

| Version | Change Description | Date | Author |
|---------|--------------------------|------------------|---------------|
| 1.0 | Put in new policy format | 15 December 2016 | Corinne Green |
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