

Health Screening/Monitoring Procedures

1. Preamble

- 1.1 A successful OH&S program ensures that potential health and hygiene hazards in the workplace are identified, assessed and controlled.
- 1.2 In some instances, to assess the effectiveness of controls, will require the clinical and/or biological screening and monitoring of individual employees.

2. Aims

- 2.1 The University of Western Sydney is committed to protecting the health of all persons whilst present on the University's campus.
- 2.2 Resources commensurate with the important attached to occupational health and safety will be made available to comply with all relevant Acts and Regulations, and to ensure that the workplace is safe and without risk to health.

3. Responsibility

- 3.1 **Managers of all levels** are responsible for:
 - (i) Supporting initiatives directed at assessing health screening/monitoring programs.
 - (ii) Actively participating as required in health screening/monitoring activities
- 3.2 **The OHS&R Co-ordinator** will be responsible for:
 - (i) Co-ordinating a needs analysis to identify health screening and monitoring programs.
 - (ii) Reviewing the results of the needs analysis.
 - (iii) Establishing an action place to facilitate implementation of the required screening/monitoring program.
 - (iv) Selecting appropriately qualified persons (i.e. medical practitioner, audiologist etc.) to carry out the health screening/monitoring program.
 - (v) Maintaining all records associated with the program.

4. Procedure

- (i) In order to identify potential health and hygiene hazards, which require health screening and/or monitoring a needs analysis to be conducted.
- (ii) The needs analysis is to be undertaken in consultation with Line Managers and employees of the various work groups.
- (iii) Where it has been identified that exposure to workplace hazards (i.e. noise, biological etc.) requires health screening/monitoring to be undertaken an action plan is to be developed. The plan should include:
 - A. Activity required;
 - B. Coordinators role;
 - C. Selected provider;
 - D. Target date(s); and
 - E. Date of completion.
- (iv) Where health screening/monitoring is required it will be conducted by a suitably qualified person, with the results being:
 - A. Held on file in the OHS&R Unit;
 - B. Kept for at least 30 years from the date for the last entry made in the records.