

# **CONVOY**

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T R A N S P O R T

**CONVOY TRANSPORT PTY LTD**

**Occupational Health and Safety**



Amendment	Health Surveillance Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

## Health Surveillance Policy

### Objective:

To reduce the risk to workers from adverse exposure to physical hazards and hazardous chemicals, by providing a framework to conduct and monitor health surveillance in the workplace.

### Scope:

This policy applies to all Convoy Transport Pty Ltd workplaces, and workers. Work health hazards requiring Health Surveillance may include but are not limited to: noise, hazardous chemicals, dangerous goods, fumes, dust, gases and pathogens.

### Policy:

Convoy Transport Pty Ltd acknowledges that it has obligations under current OHS Legislation to undertake health surveillance if exposing workers to hazardous chemicals and processes which have the potential to result in disease or adverse health effects. Health monitoring is not an alternative to implementing control measures.

Convoy Transport Pty Ltd will ensure that health surveillance is carried out if:

- A worker is carrying out on-going work using, handling or storing hazardous chemicals and there is a significant risk to the worker's health because of exposure to a designated hazardous chemical, as described in the current OHS Legislation;
- If it is uncertain, on reasonable grounds whether the exposure to the hazardous chemicals has resulted in exceeding the biological exposure standard;
- Workers are exposed to noise levels over the relevant Noise Exposure Standard.

The following tasks will form the framework to identify the need to conduct health surveillance and the process involved in the conduct and monitoring of health surveillance:

- Identification of situations where a worker may have on-going exposure to hazardous chemicals and/or hazardous operations that may have a negative impact on their health;
- Assessment of the extent of the risk associated with the work;
- Establishment of control measures using the hierarchy of controls;
- Creation of a process for monitoring the health of workers, as per the relevant current OHS Legislation and relevant AS/NZS;

- Regular consultation with workers who are required to participate in health surveillance, or who work in situations where their health may be negatively affected by on-going work with hazardous chemicals and/or processes;
- Documented systems to monitor and evaluate the effectiveness of the risk control measures.



Amendment Record	Health Surveillance Procedure	Issue #: 1	Revision #: 0
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## Health Surveillance Procedure

### Responsibilities:

At Convoy Transport Pty Ltd the Organisation is responsible for ensuring that there is a safe system in place for workers

At Convoy Transport Pty Ltd the HSR/OHS Manager is responsible to:

- Determine if and when health surveillance and monitoring is required;
- Consult with workers during all phases of health surveillance;
- Maintain accurate records including the *Health Surveillance Record*;
- Familiarity and understanding of this and any other procedures associated with health surveillance and monitoring;
- Liaison and coordinate with registered medical practitioners engaged by Convoy Transport Pty Ltd to perform health monitoring services;
- Provide information and training to workers as required.

Workers are responsible to:

- Cooperate with reasonable directions in respect of health surveillance and monitoring processes;
- Wear appropriate personal protective protection as required as per the relevant SWI and workplace procedures;
- Be familiar with, understand and follow this procedure.

### Procedure:

Convoy Transport Pty Ltd will:

- Inform workers and prospective workers about health surveillance requirements;
- Ensure health monitoring is carried out by or under the supervision of a registered medical practitioner with experience in health monitoring;

- Consult workers regarding the selection of the registered medical practitioner as required;
- Pay all expenses relating to health monitoring of Convoy Transport Pty Ltd workers;
- Provide information about a worker to the registered medical practitioner;
- Take all reasonable steps to obtain a report from the registered medical practitioner as soon as practicable after the health monitoring has been carried out;
- Provide a copy of the report to the worker and State Authority, accompanied by a written explanation of the meaning and implications, if the report contains adverse test result or recommendations to take remedial measures;
- Provide the report to all other Organisations who must provide health monitoring for the worker;
- Retain reports as confidential records for at least thirty (30) years after the creation of the record;
- Complete and maintain the *Health Surveillance Record*;
- Not disclose the report to anyone without the worker's written consent unless required under current OHS Legislation.

The personal information of individual workers, including medical reports and health surveillance, will remain confidential at all times between the relevant senior manager and the worker.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300084	Health Surveillance Record ( <i>OHSMS Recording Forms</i> )
Document #	
Document #	