



Pre-Employment Health Screening Procedure

Procedure Number
WCDHB-HR-0004

Version Nos:
5

1. Purpose

West Coast District Health Board (WCDHB) will follow this Procedure to ensure that all new staff members and potential staff members are able to perform the duties of the position to which they may be appointed, and to ensure that WCDHB complies with all relevant legislative requirements and obligations.

2. Application

This Procedure is to be followed by all staff throughout WCDHB.

3. Definitions

There are no definitions associated with this Procedure.

4. Responsibilities

For the purposes of this Procedure:

the relevant *Manager* is required to:

- ensure that all staff are employed in accordance with this Procedure;

the *Human Resources Department* is required to:

- support and assist the relevant Manager;
- send the WCDHB Health Declaration Form to new staff.

the *Occupational Health and Safety Advisor* is required to:

- receive the completed WCDHB Health Declaration Forms;
- ensure appropriate action to is taken from the information supplied on the WCDHB Health Declaration Form;
- to forward the returned WCDHB Health Declaration Form to the Human Resources Department.


5. Resources Required

This Procedure requires no resources.

6. Process

1.00 WCDHB requires all new staff/potential new staff members to complete a Health Declaration Form. WCDHB will also undertake to accommodate all reasonable requirements for special facilities or services before they assume their position.

1.01 Under the Human Rights Act (1993) an employer is not allowed to discriminate on grounds of disability. However, nothing in the Act prevents different treatment on grounds of disability where a staff member is unable to perform the duties of their position without the aid of special facilities or services which it is not unreasonable for WCDHB to provide.

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- 1.02 Before employing a new staff member, WCDHB may require the new staff member to undergo a medical examination. The cost of this will be paid for by WCDHB.
- 1.03 The relevant Manager is to identify and specific health requirements as part of the documentation before the vacancy is advertised.
- 1.04 The WCDHB Human Resource Department will forward to new staff members/potential new staff members a WCDHB Health Declaration Form.
- 1.05 Upon receipt of the completed WCDHB Health Declaration Form, the Occupational Health and Safety Advisor shall provide advice to the relevant Manager and the Human Resource Department on the suitability of the staff member and specific requirements/actions required.

7. Precautions And Considerations

- ➔ All new staff/potential new staff members are to complete a WCDHB Health Declaration Form before the commencement of their duties.

8. References

There are no references associated with this Procedure.

9. Related Documents

WCDHB Staff Selection & Recruitment Procedure

Revision History	Version:	5
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