



# Procedure: Health monitoring

## Purpose

To specify the minimum requirements and responsibilities for providing health monitoring at the Australian National University (ANU) and to ensure compliance with the *Work Health and Safety Act 2011 (Cth)* and the *Work Health and Safety Regulations 2011 (Cth)* and the associated standards, and the University Work Health & Safety (WHS) Management System. This procedure is linked to the Australian National University's Workplace Health and Safety Policy and is one of the Safe Work Procedures within the WHS Management System.

## Definitions

**Health monitoring of a person**, means monitoring the person to identify changes in the person's health status because of exposure to certain chemical, physical or biological agents.

## Procedure

### Scope

1. This procedure applies to all staff members of the University.

### Overview

2. The University's health monitoring program is part of a range of measures to ensure the ongoing health, safety and wellbeing of staff. The program contributes to:
  - the prevention and/or detection at an early stage of any adverse health effects from exposure;
  - assisting in the evaluation of risk control measures;
  - general awareness of the adverse effects of exposure to workplace hazards.
3. The ANU will provide health monitoring for staff working in roles that have been identified by a risk assessment as having been exposed to, or having a significant risk to health from exposure to chemical, physical or biological agent, including:

- hazardous substances listed in Schedule 1A (Scheduled carcinogenic substances) of National Occupational Health and Safety Commission (NOHSC) guidelines;
- hazardous chemicals requiring health monitoring listed in Schedule 14 (Requirements for health monitoring) of the *Work Health and Safety Regulations 2011* (Cth);
- occupational noise and/or vibration levels likely to, or exceeding exposure relevant standard;
- working with [Class 3B or 4 lasers](#);
- using self-contained breathing apparatus (i.e. occupational diving);
- exposure to biological pathogens, including vaccinations (see [Biological Safety Procedure](#));
- exposure to hazardous levels of ionising radiation; and
- working with nanoparticles/nanotechnology.

The ANU will also provide health monitoring for staff working in roles that have been identified by a risk assessment as benefiting from health monitoring or medical monitoring in the opinion of the University and having significant exposure to a hazardous substance for which:

- an identifiable disease or health effect may be related to that exposure;
- there is reasonable likelihood that the disease or health effect may occur under the particular conditions of work; and
- there are valid monitoring techniques or health screening methods available for testing.

## Responsibilities

4. Table 1 describes the responsibilities related to the ANU health monitoring program.

Table 1

Who	Description
AD WEG	Oversee the management of the health monitoring program, including; <ul style="list-style-type: none"> <li>• identifying roles at risk of exposure to chemical, physical and biological agents described in Part 3;</li> </ul>

	<ul style="list-style-type: none"> <li>• providing health surveillance for staff working in these roles;</li> <li>• in consultation, selecting and establishing agreements with registered medical practitioners to provide this service;</li> <li>• establishing and maintaining records for all staff on the health monitoring program</li> </ul>
Schools/Local areas	<ul style="list-style-type: none"> <li>• Budget for the program in their area, including for the costs of the medical appointment and for staff attending the appointment;</li> <li>• Identifies area participants in the health monitoring program based on the risk assessment;</li> <li>• Organise initial and subsequent health monitoring medical appointments, based on requirements for specific exposures ;</li> <li>• Notify WEG of any changes to health monitoring /records;</li> <li>• Notify WEG of staff changes including the addition of new or existing staff to the program, the movement of staff to a different position for which health monitoring is now / or is no longer required; and the cessation of employment at ANU for a member of staff who is part of the health monitoring program.</li> </ul>
<b>Staff members</b> undergoing health monitoring	<ul style="list-style-type: none"> <li>• Attend any appointment that is made in agreement, or notify the responsible person (and the medical practice) of their inability to attend so another appointment can be made;</li> <li>• Where a staff member does not wish to undertake health monitoring when required, and there is an unreasonable risk to that person or others at the University, the staff member must provide reasons in writing to their Supervisor and WEG for not wishing to undertake health monitoring. The University reserves</li> </ul>

	<ul style="list-style-type: none"> <li>• the right to remove them from any duties relating to working with the hazardous material or process. Appropriate redeployment options will be supported if a review of the employment contract is indicated;</li> <li>• Reassess workplace controls and implement improved controls.</li> </ul>
<p><b>Health</b> monitoring provider/medical specialist</p>	<ul style="list-style-type: none"> <li>• Conduct the health monitoring to determine the level of exposure;</li> <li>• Send a copy of the report to WEG; and</li> <li>• Retain the original records on behalf of the ANU.</li> </ul>
<p><b>Work Environment</b> Group (WEG)</p>	<ul style="list-style-type: none"> <li>• Receive health monitoring reports and sends the results to the person undergoing health monitoring and their supervisor. Further discussions to clarify findings may be necessary; (Note. If dissatisfied with the findings, the participant may seek a second opinion at their own expense)</li> <li>• Request and assists the responsible School/Local Area to reassess workplace controls relating to working with the hazardous material or process; (Note. WEG may require the responsible School /Local Area to cease all operations related to the exposure until they can implement appropriate controls to minimise any further risks to the health and safety of those working with the hazardous material or process)</li> <li>• Annotates the participant's file with the outcomes of the interview, and notifies the appropriate authority when/if required.</li> </ul>

## Records

5. Access to health monitoring information is provided subject to the privacy principles in the Privacy Act 1988 and the access provisions of the Freedom of Information Act 1982. The University provides public access to University records under the provisions of the Freedom of Information Act 1982 and the Archives Act 1983.

6. Records and reports produced as a result of health monitoring are confidential. Only the following parties shall have access to the records:

- those who have undergone health monitoring and their supervisors (through the Work Environment Group);
- Work Environment Group;
- the Director Human Resources (DHR) and Deputy Director Human Resources (DDHR)
- the Chief Operating Officer (COO)
- the ANU Legal Office
- the Vice Chancellor
- third parties, only with the written consent of the person having undergone the health monitoring; and
- persons having undergone health monitoring, on termination of employment.

7. The University provides access to health monitoring records to staff that are authorised by the appropriate delegate. Where there is a particular reason to do so, access may be restricted to particular staff positions or business areas.

8. The University's records must not be provided to external agencies or organisations without following the appropriate guidelines in consultation with University Records.

9. The results of health monitoring will be kept for at least 30 years from the date of the last entry made in the records. Refer to [WHS Documentation procedure](#) for further details on records retention.

## Sources

Legal and other requirements
<a href="#">Privacy Act 1988 (Cth)</a>
<a href="#">Work Health and Safety Act 2011 (Cth)</a>
<a href="#">Work Health and Safety Regulations 2011 (Cth)</a>
<a href="#">Work Health and Safety (Managing Risks of Hazardous Chemicals in the Workplace) Code of Practice 2015</a>



## Document information

Title	Health monitoring
Document Type	Procedure
Document Number	ANUP_000504
Version	12
Purpose	To specify the minimum requirements and responsibilities for providing health monitoring at the Australian National University (ANU) and to ensure compliance with the Work Health and Safety Act 2011 (Cth) and the Work Health and Safety Regulations 2011 (Cth) and the associated standards, and the University Work Health & Safety (WHS) Management System.
Audience	Staff
Category	Administrative
Topic	Health, Safety & Environment
Subtopic	Occupational Health & Safety
Effective Date	31 Oct 2019
Review Date	31 Dec 2023
Responsible Officer	Chief People Officer
Approved By	Chief Operating Officer (COO@anu.edu.au)
Contact Area	Human Resources Division (director.hr@anu.edu.au)
Authority	Work Health & Safety Act 2011 ANU Enterprise Agreement 2017 – 2021
Printed On	22 Sep 2023

Please ensure you have the latest version of this document from the Policy Library website before referencing this.