



POLICY	
Pre-Employment Health Assessment (PEHA)	
<b>Scope (Staff):</b>	All employees
<b>Scope (Area):</b>	CAHS (PMH/PCH, CACH, CAMHS)

### Aim

To ensure a consistent and effective pre-employment health assessment process for all applicants offered employment for positions and placements in all Child and Adolescent Health Service (CAHS) workplaces.

### Risk

Employers may be deemed accountable where reasonable measures to minimise potential risks have not been put in place.

### Definitions

**Applicants:** those applying for advertised positions, graduates, casual call, volunteers, students, Visa and overseas applicants, transferring workers from other Government agencies.

**Employing Manager:** for the purpose of this policy, the employing manager is the person responsible for the new employee.

**Pre-employment:** for the purpose of this policy employment, does not include volunteer and student placements.

**Prospective Employee:** applicants who are identified as preferred or potentially suitable for the position. Note only successful applicants who have been sent an N3 will be sent a PEHA.

**Pre-employment health assessment (PEHA):** a risk assessment process undertaken to assess and screen prospective workers for risk factors that may limit the ability to perform a job safely and effectively. Assessment includes health, medical, and immunisation screening and review.

**PEHA Form:** this is an N10 Pre-employment Health Assessment Form.

### Principles

If applicants or new employees do not have a PEHA clearance from OSH only they are not to start work.

Note: employees may start work before IP&C clearance unless they require MRSA screening.

- A PEHA will be required for the following circumstances:
  - prior to engagement and commencement of all new employees
  - new employees coming into CAHS on secondment

## Pre-Employment Health Assessment (PEHA)

- PEHA must be in accordance with national, state and professional directives.
- The PEHA process must not unlawfully discriminate against potential employees on the ground of impairment.
- The CAHS PEHA process must be adhered to.
  - Refer to [Appendix A: PEHA Form Process Flowchart](#)
- All offers of employment to prospective employees will be conditional upon the applicant being assessed as medically fit for work and able to safely undertake the full duties of the proposed position.
- CAHS has a duty of care to provide a safe working environment and to not expose employees to risk of injury or aggravation of pre-existing medical conditions so far as is practicable.
- CAHS may determine an independent medical assessment is necessary to determine if the prospective employee is able to undertake the inherent requirements of the position.
- Current employee transfer, break in service (i.e. extended personal leave, maternity leave) and secondment medical concerns will comply with the [Fitness for Work](#) (CAHS) policy.
- A break in contract of over two (2) months will require a new PEHA.

## Requirements

CAHS will ensure that:

- The PEHA form must be forwarded to the CAHS OSH Department between three (3) weeks and (2) two months prior to commencement date via email [OSH.CAHS@health.wa.gov.au](mailto:OSH.CAHS@health.wa.gov.au)
  - all applicants offered employment positions or placements, undergo a pre-employment health assessment prior to commencement of employment in the position
  - all offers of employment made by CAHS to successful applicants are conditional upon the applicant being assessed as being medically fit to safely undertake the duties of the proposed position
  - employment will only proceed where the following has been completed:
    - OSH has reviewed and advised clearance
    - No MRSA clearance required by IP&C
  - any findings of an applicant being unfit to work must be that it is:
    - unreasonable to require the employer to undertake additional burdens necessary to enable the employee to perform the inherent functions of the job, or
    - reasonably necessary to protect the health and safety of any person or the public generally.

- results of pre-employment or placement assessment remain confidential and only available to stakeholders involved in the process
- costs associated with any medical assessment are borne by the department employing the applicant with prior manager approval.
- The PEHA will determine if:
  - the applicant is able to undertake the inherent requirements of the position in a safe manner
  - reasonable workplace modifications are required to enable the applicant to safely perform the inherent requirements of the position.

## **Roles and Responsibilities**

### ***CAHS Executive***

- Members of the CAHS Executive are responsible for:
  - ensuring systems are in place to provide pre-employment health assessments and acceptance of any risks.

### ***Manager / Supervisor / Head of Department (HOD)***

- All Managers, Supervisors and HOD's are responsible for the following:
  - ensuring that applicants are advised that all offers of employment made by CAHS to successful applicants are conditional upon the applicant being assessed as being medically fit to safely undertake the duties of the proposed position
  - forwarding completed PEHA forms with the relevant evidence (e.g. Immunity) to the relevant site based OSH and Staff Health / Infection Prevention experts for review and advice
  - making decisions on the basis of PEHA results once the information has been received, in consultation with the OSH Department as required
  - ensuring that decision-making process is fair, consistent, unbiased, transparent, free from nepotism and favouritism, and job-related
  - ensuring that **no** offer of employment, contract or commencement is undertaken until advice has been provided of full PEHA review and clearance, and outcome of decision making as a result
  - ensuring compliance with the general criteria cited within this policy
  - in circumstances where the proposed commencement is less than 3 weeks from the date of the PEHA being completed, the manager needs to expedite the process and must contact OSH via email [OSH.CAHS@health.wa.gov.au](mailto:OSH.CAHS@health.wa.gov.au)

### ***OSH Department***

- The OSH Department is responsible for:
  - providing specialist advice and support to areas in relation to this policy

## Pre-Employment Health Assessment (PEHA)

- reviewing submitted PEHA forms (Part B) or equivalent, and providing outcome of assessment to the employing manager, Infection Prevention and Control Department and HSS Employee Contracts.
- discussing with the employing manager and / or applicant, any health or safety concerns requiring clarification
- seeking further relevant medical information from the applicant's treating medical practitioner(s) in order to determine clearance or otherwise
- seeking further advice from and / or referral of applicants to an appropriate Medical Specialist e.g. Occupational Physician for medical assessment in order to determine clearance or otherwise
- discussing with the employing manager and applicant any recommendations made as a result of medical assessment where required.

### ***Infection Prevention and Control (IPC) Department***

- The IPC Department is responsible for:
  - providing specialist advice and support to areas in relation to this policy
  - reviewing submitted PEHA forms (Part B) or equivalent and evidence provided, and providing outcome of assessment to the employing manager and / or the site based OSH department as appropriate
  - discussing with the employing manager and / or applicant any items requiring clarification, and any recommendations made as a result of PEHA Part B (a) and (b) review.
    - Refer to [Health Screening and Immunisation – Employee](#) (CAHS policy).

### ***Applicants***

- All CAHS applicants are responsible for:
  - ensuring a PEHA form is completed truthfully, in full, within the requested timeframe and provides any required attachments if available
  - providing any medical evidence requested to support the review of a PEHA form
  - attending any medical appointments requested to support the review of PEHA and determination of fitness status
  - complying with any recommendations made as a result of the review of PEHA form prior to any commencement of employment.

### ***Health Service Support (HSS)***

- HSS is responsible for:
  - providing any documentation related to pre-employment
  - ensuring a contract is not issued until the Prospective Employee has been deemed fit for the role by OSH
  - advising the employing manager if there is a delay in the process.

## Confidentiality

- All information detailed within the PEHA pertaining to the health status of the prospective employee is to remain confidential.
- The completed PEHA form will be stored on a confidential electronic OSH personnel file.
- CAHS has the right to access the employee's PEHA information where it has direct relevance to subsequent employment matters;
  - These may include work injuries, fitness for work disputes, false health assessment declarations and workers compensation claims.
- The initial PEHA form will only be released with the permission of both the Employee and the CAHS OSH Department.
  - Refer to the [Freedom of Information Act, 1992](#).

## Compliance Monitoring

- Compliance will be measured by OSH and Infection Prevention and Control, with reports being made available to the Chief Executive (CE) as requested or as issues arise:
  - numbers of employees starting work without PEHA clearance
  - complaints related to PEHA approval not being obtained.



<b>Related internal policies, procedures and guidelines</b>
<a href="#">Occupational Safety and Health</a> (CAHS Policy Manual)
<a href="#">Health Screening and Immunisation – Employee</a> (CAHS Infection Control Manual)
<a href="#">Fitness for Work</a> (CAHS Policy Manual)

<b>References</b>
<a href="#">Occupational Safety and Health Act 1984</a>
<a href="#">Freedom of Information Act, 1992</a>

<b>Useful resources (including related forms)</b>
<a href="#">N10 Pre-Employment Health Assessment</a> (HSS form)
<a href="#">National Guidelines for the Management of Health Care Workers known to be infected with Blood-Borne viruses</a>
<a href="#">Health Care Worker Immunisation Policy</a>

<a href="#">Equal Opportunity Act 1984</a>
<a href="#">Disability Discrimination Act 1992</a>
<a href="#">Australian Human Right Commission Act 1986 (Cth)</a>
<a href="#">Human Rights and Equal Opportunity Commission Regulations 1989 (Cth)</a>
<a href="#">Commissioner's Instruction – Employment Standard</a>

This document can be made available in alternative formats on request for a person with a disability.

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### Appendix A: PEHA Form Process Flowchart

