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TWU – VIC/TAS

Jan 2009

OHS GUIDANCE NOTE - No. 5

“Medical Surveillance & Records”

WHAT’S THE PROBLEM?

Checklist

	Yes	No
It is the Duty of the employer to consult, disclose, provide information and report relevant information!		
Employers are required to provide appropriate induction and on-going training in a potentially hazardous environment!		
Employers should sign, label and placard hazards (potential hazards) and substances!		
Employers undertake suitable and appropriate assessment(s) of risks (including potential risks)?		
Employers monitor and maintain records relating to health of persons exposed to a hazard or potential hazard?		
A Registered Medical Practitioner should only perform a health check! The employer must consult with the employees regarding the monitoring and health of the workers.		
Employee’s have a duty to report any matter that may place themselves or others at risk, a hazardous situation or potential hazardous situation or position.		
A register of hazards (Incidents and near misses) or potential hazards should kept and maintained by the employer. This register should be readily accessible to all persons with potential exposure to a hazard.		
Does your workplace have an emergency procedure?		
Do you know your Health & Safety Rep, First Aid Officer, Fire Warden?etc.....is there a Health & Safety Notice Board?		
If in doubtASK THE QUESTION?		

LEGISLATION:

Occupational Health and Safety Act 2004

No. 107 of 2004

Version incorporating amendments as at 23 February 2007

s. 22

Division 2—Main duties of employers

22. Duties of employers to monitor health and conditions etc.

(1) An employer must, so far as is reasonably practicable—

(a) monitor the health of employees of the employer; and

(b) monitor conditions at any workplace under the employer's management and control; and

(c) provide information to employees of the employer (in such other languages as appropriate) concerning health and safety at the workplace, including the names of persons to whom an employee may make an enquiry or complaint about health and safety.

(2) An employer must, so far as is reasonably practicable—

(a) keep information and records relating to the health and safety of employees of the employer; and

(b) employ or engage persons who are suitably qualified in relation to occupational health and safety to provide advice to the employer concerning the health and safety of employees of the employer.

The TWU Vic/Tas Branch (OH&S section) formulated this code. It is offered as a broad guide to assist with members. Further information regarding "Consultation" in the workplace is available for Members who can contact the *TWU Health and Safety Section* or the TWU Member Assist Officer for a copy the Union's Policy.

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