

3.4 MEDICAL EXAMINATION

Policy Number	3.4	Date Commenced	20 February 2013
Date Adopted	20 February 2013	Resolution Number	19/02/2013/007
Review Timeframe	4 years		
Last Review Date		Next Scheduled Review Date	April, 2016
Policy Responsibility	Administration		

Document History

Version	Date Amended	Details Comments e.g. Resolution Number

OBJECTIVE

The purpose of this policy is for the employer to take all reasonable steps to ensure that a new employee has health and fitness satisfactory to the nature of the proposed duties.

POLICY STATEMENT

1. Prior to employment, potential new employees are required to obtain a medical certificate. The certificate is to be in a format suitable to the Chief Executive Officer.
2. If the medical certificate states that the applicant's health and fitness is satisfactory for the proposed duties, then a contract of employment may be entered into.
3. The costs of the medical examination is to be met by Coomalie Community Government Council, but the doctor or medical practice to be used is to be nominated, from time to time by the Coomalie Community Government Council, having regard to price, proximity and past performance.
4. The Coomalie Community Government Council reserves the right to test employees for the influence of drugs and/or alcohol and ensure they meet the Fitness for Work Policy.