



# PM-003-01

## Health and Fitness Procedure

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# Personnel Management

## Health and Fitness



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# Personnel Management

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### 1. Purpose

The purpose of this Procedure is to provide guidance and processes for the assessment and monitoring of health and fitness of OTHR members involved in rail safety work.

### 2. Scope

These processes apply to the assessment of health and fitness for rail safety workers. Common processes such as pre-employment health assessments must be carried out concurrently with the rail health assessments.

### 3. Authorised Professional to undertake Health Assessment.

A Health Professional must be used for the health assessment of rail safety workers. Category 1 and 2 must be performed and signed off by a health professional who has received relevant training aligned to the National Standard framework.

“Around the Track Personnel” health assessments, Category 3 need only be performed by a nurse with suitable occupational health qualifications but must be signed off by the health professional at the medical centre where the Rail Health Assessment was conducted.

Practical on-site tests for colour vision, hearing or musculoskeletal capacity may be performed by a person with appropriate skills and experience. Such a person is not required to be health trained but must work in conjunction with the authorised health professional.

OTHR shall ensure the authorised health professional is conversant with the railway operations, the risks associated with rail safety work and the corresponding clinical tests to be applied.

### 4. Risk assessment to determine Medical Category.

OTHR will arrange for a health assessment to be conducted relative to the work tasks the member is to perform to determine the Category of work the member will be classified as performing, against which the medical assessment needs to be measured. This may involve:

- A review of relevant job descriptions.
- On site visits to observe the tasks as well as the conditions under which the activities are performed.

This step should also identify working conditions associated with the task e.g. shift work, working in extremes of heat or cold, the terrain and task related fatigue.

The nature of the operational and engineering environment will, in part, determine the human attributes that are required to be assessed against.

When conducting the task risk assessment it is necessary to identify and assess the impact of the local safety controls on the rail safety task being analysed. For example:

- safeworking rules and procedures;
- fail-safe systems; and



- numbers of members in the working environment (such that other members may identify member incapacity and take up their task to ensure safety).

### 5 Categorising Safety Critical Work

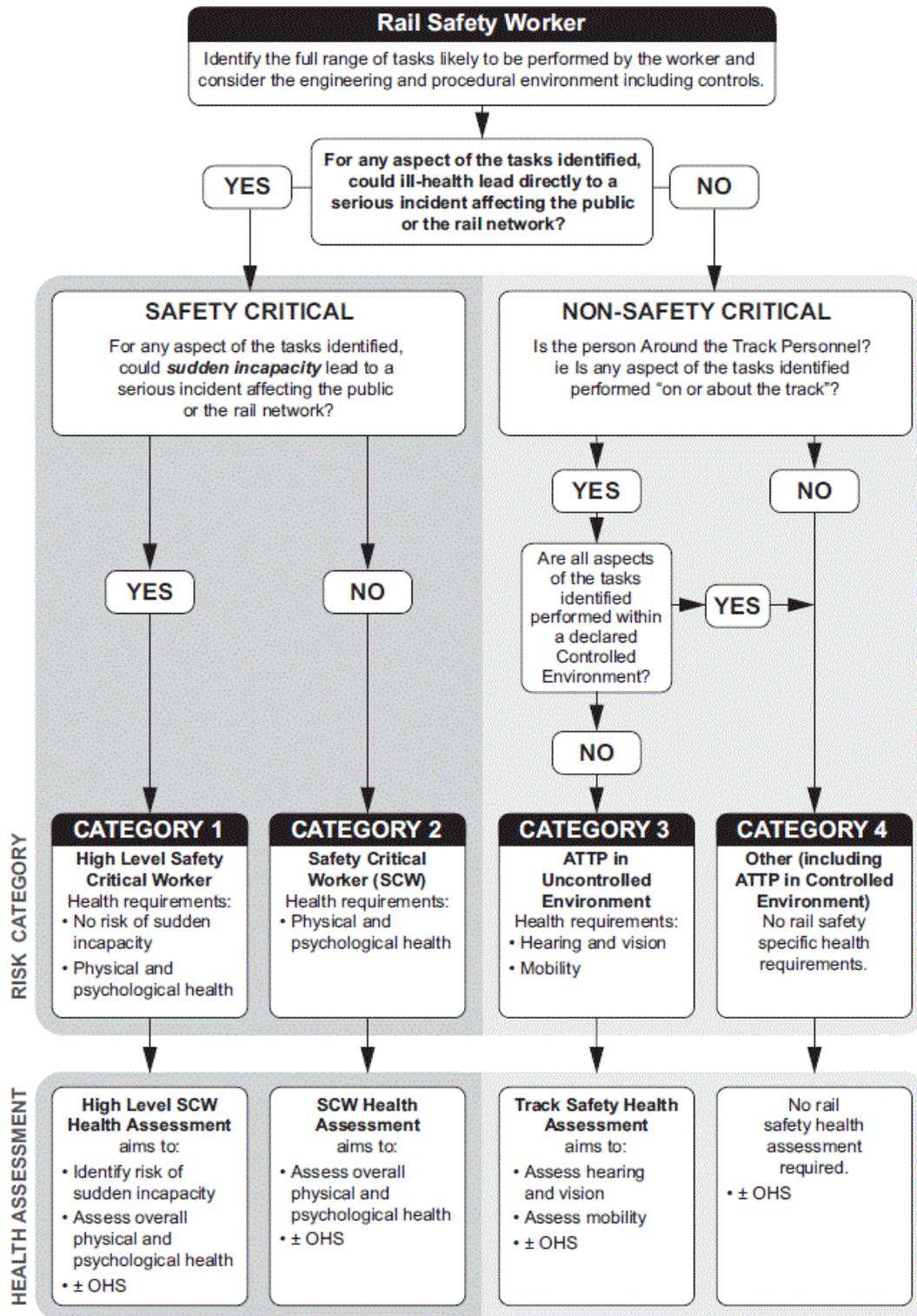
When conducting the task risk assessment it is necessary to determine whether the task is "Safety Critical" or not. This can be determined by applying the test:

- "For any aspect of the tasks identified, could physical or psychological ill-health directly lead to a serious incident on the rail network?"

Members, who are required to operate on-track machines, provide Safeworking and / or Worksite Protection may need to be categorised as High Level Safety Critical Workers and undertake a Category 1 Health Assessment.

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All other members not engaged in High Level Safety Critical work, but who perform rail safety work will be categorised as Category 3.

Members not categorised in Category 1, 2 or 3, including office personnel, will be classified as non-rail safety workers Category 4.

## 6 Organising the Health Assessment

### 6.1 Individuals advised of Health Assessment Requirements

Members who are required to undertake a health assessment shall be contacted by the OTHR Administration Manager to arrange a mutually agreeable time for the Health Assessment to be undertaken by an Authorised Health Professional.

Members shall be given adequate notice of the due date for their health assessment and the consequences of not presenting for the assessment in that time frame.

Members shall be required to undertake a Health Assessment aligned to the Category of their employment.

When arranging the health assessment with the member, the member shall be advised of the following:

- the purpose of the assessment;
- who will conduct the assessment;
- who will receive the assessment report;
- the members responsibility to provide accurate information;

The requirement to:

- take photo ID to the appointment and to any other tests;
- take glasses, hearing aids or other aids to the appointment;
- the requirement to attend audiometry testing;
- the requirement to complete a health questionnaire before attending the appointment; and
- the requirement to take current medication (or a list of it) to the health assessment appointment (including prescription, over-the-counter and alternative medicines).

Members undertaking a Category 1 Health Assessment shall be advised of:

- the requirement to attend pathology tests before the health assessment for an electrocardiograph (ECG) test, serum cholesterol (total and high-density lipoprotein [HDL]) and blood HbA1c; and
- the requirement to fast for a period of 10 hours prior to the time of the pathology tests (if appropriate) and provided with a copy of the Instructions for Fasting.



## 7 Completing Health Assessment Forms

### 7.1 Dealing with Outcomes of Health Assessments

The authorised health professional may report the outcome of the Health Assessment as:

#### 7.1.1 Fit for Duty.

This indicates the member has met all health criteria and is to be reviewed in line with the normal periodic health assessment schedule.

#### 7.1.2 Fit for Duty Conditional

This indicates that the member meets all criteria in the standard provided they wear appropriate aids (e.g. corrective lenses, hearing aids, prostheses).

#### 7.1.3 Fit for Duty Subject to Review

This indicates the member has not met all health criteria; however the condition in question is sufficiently controlled to permit normal duties.

Continuation of normal duties is conditional on the member being reviewed more frequently than the periodic health assessment schedule.

The review period is specified by the Authorised Health Professional.

#### 7.1.4 Fit for Duty Subject to Job Modification

This indicates the member has not met all health criteria but could perform current rail safety duties if suitable modifications were made to the job.

These modifications may include:

- modification of physical equipment;
- roster changes; or
- member supervision

Job modifications may not be practicable in various areas of rail safety work. OTHR will determine what modification, if any, can be made.

#### 7.1.5 Temporarily Unfit for Duty Subject to Review

This indicates the member has not met all health criteria and cannot perform current rail safety duties at present. However the condition is anticipated to improve with treatment and the member will be reviewed to determine fitness status. This differs from ordinary short term illness causing absenteeism.

Temporarily Unfit for Duty may also be applied in situations where a clear diagnosis has not been made, in the case of an undifferentiated illness, for example where a member is being investigated for blackouts. The Authorised Health Professional will advise about the period for review. The worker may be assessed fit for alternative duties.

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### 7.1.6 Permanently Unfit for Duty

This indicates that the member has not met all health criteria, their condition is permanent, and they will not be able to perform current rail safety duties in the future.

### 7.1.7 Hearing Impairment

Where, during the processing of the medical examination report a hearing impairment is detected, the nominated contact person must notify OTHR for further evaluation and action.

### 7.2 After the health assessment

After the health assessment result has been received, if a member has been assessed as anything other than Fit for Duty, OTHR will discuss with the member any implications for their work, and the policies or arrangements to be applied.

## 8 Scheduling Health Assessment

Health assessments will be carried out with the following frequency:

- Pre-employment as a rail safety worker, including promotion to a Rail Safety role or a different medical category.
- Periodically with the following frequency:

#### Category 1:

<b>Category 1 High Level Safety Critical Worker</b>	
Workers performing tasks critical to the safety of the rail system and whose action, inaction or collapse, due to ill-health, may lead directly to a serious incident affecting the public or the rail network.	
<b>Type of Health Assessment Required</b>	<b>Frequency</b>
<b>Pre-placement / Change of Risk Category Health Assessments</b> Safety Critical Worker Health Assessment including: <ul style="list-style-type: none"> <li>• Safety Critical Worker Questionnaire and history</li> <li>• Comprehensive physical and psychological assessment</li> <li>• Vision and hearing</li> <li>• Screen-Based Equipment (SBE) examination if required</li> <li>• Drug screen if required</li> </ul> Plus <ul style="list-style-type: none"> <li>• Cardiac Risk Score</li> </ul> Additional health assessments may be implemented to meet OHS requirements	On commencement and when moving to a position involving tasks of a higher Risk Category.
<b>Periodic Health Assessments</b> Safety Critical Worker Health Assessment including: <ul style="list-style-type: none"> <li>• Safety Critical Worker Questionnaire and history</li> <li>• Comprehensive physical and psychological assessment</li> <li>• Vision and hearing</li> <li>• Screen-Based Equipment (SBE) examination if required</li> </ul> Plus <ul style="list-style-type: none"> <li>• Cardiac Risk Score</li> </ul> Additional health assessments may be implemented to meet OHS requirements	<ul style="list-style-type: none"> <li>• 5 yearly to age 50</li> <li>• 2 yearly to age 60</li> <li>• Yearly thereafter</li> </ul> Note: Depending on the needs of the worker, Authorised Health Professionals may recommend more frequent assessments for health surveillance. Ongoing treatment and management of medical conditions should be the responsibility of the worker's general practitioner.
<b>Triggered Health Assessments</b> Nature of health assessment will depend on the triggering circumstances.	As determined by circumstances.

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### Category 2

<b>Category 2 Safety Critical Worker</b>	
Workers performing tasks critical to the safety of the rail network whose action or inaction, due to ill-health, may lead directly to a serious incident affecting the public or the rail network.	
Type of Health Assessment Required	Frequency
<b>Pre-placement / Change of Risk Category Health Assessments</b> Safety Critical Worker Health Assessment including: <ul style="list-style-type: none"> <li>• Safety Critical Worker Questionnaire and history</li> <li>• Comprehensive physical and psychological assessment</li> <li>• Vision and hearing</li> <li>• Screen-Based Equipment (SBE) examination if required</li> <li>• Drug screen if required</li> </ul> Additional health assessments may be implemented to meet OHS requirements	On commencement and when moving to a position involving tasks of a higher Risk Category.
<b>Periodic Health Assessments</b> Safety Critical Worker Health Assessment including: <ul style="list-style-type: none"> <li>• Safety Critical Worker Questionnaire and history</li> <li>• Comprehensive physical and psychological assessment</li> <li>• Vision and hearing</li> <li>• Screen-Based Equipment (SBE) examination if required</li> </ul> Additional health assessments may be implemented to meet OHS requirements	<ul style="list-style-type: none"> <li>• 5 yearly to age 50</li> <li>• 2 yearly to age 60</li> <li>• Yearly thereafter</li> </ul> Note: Depending on the needs of the worker, Authorised Health Professionals may recommend more frequent assessments for health surveillance. Ongoing treatment and management of medical conditions should be the responsibility of the worker's general practitioner.
<b>Triggered Health Assessments</b> Nature of health assessment will depend on the triggering circumstances.	As determined by circumstances.

### Category 3

<b>Category 3 Around the Track Personnel Operating in an Uncontrolled Environment</b>	
Those workers who are required to operate on or near the track but without engineering or administrative controls to protect them from moving rolling stock, and whose action or inaction due to ill-health may endanger their safety or that of work colleagues.	
Type of Health Assessment Required	Frequency
<b>Pre-placement / Change of Risk Category Health Assessments</b> Track Safety Health Assessment including: <ul style="list-style-type: none"> <li>• Vision and hearing</li> <li>• Mobility</li> <li>• Drug screen if required</li> </ul> Additional health assessments may be implemented to meet OHS requirements	On commencement and when moving to a position involving tasks of a higher Risk Category.
<b>Periodic Health Assessments</b> Track Safety Health Assessment including: <ul style="list-style-type: none"> <li>• Vision and hearing</li> <li>• Mobility</li> </ul> Additional health assessments may be implemented to meet OHS requirements	<ul style="list-style-type: none"> <li>• At age 40</li> <li>• 5 yearly thereafter</li> </ul> Note: Depending on the needs of the worker, Authorised Health Professionals may recommend more frequent assessments for health surveillance. Ongoing treatment and management of medical conditions should be the responsibility of the worker's general practitioner.
<b>Triggered Health Assessments</b> Nature of health assessment will depend on the triggering circumstances.	As determined by circumstances.



### Category 4

<b>Category 4 Other including Around the Track Personnel (ATTP) Operating in a Controlled Environment</b>	
Other than those in Categories 1-3.	
<b>Type of Health Assessment Required</b>	<b>Frequency</b>
No prescribed health assessment other than OHS assessments or for alcohol and drug controls.	N/A

## 9 Health Assessment Records

A register of rail safety workers and the date their health assessment is due is maintained by the Administration Manager. Each individual rail safety worker will be informed when their health assessment is coming due and arrange for their next periodic assessment.

The Administration Manager shall be responsible for the management of Rail Safety Worker competencies and will maintain a database of health assessments which will contain the following:

- Each rail safety worker's risk category,
- the specific risk assessment is to be filed in the member's individual medical file.
- The due date for each member assessment;
- Any restrictions or conditions on the members fitness for duty;
- Any policies or arrangements to be applied;
- Health assessment results; and
- Any requirements for review assessments.

The database shall be managed so that timely reminders to managers and members are issued and followed up.

All members who perform rail safety work are required to notify the Administration Manager should they develop a medical or fitness conditions, either temporary or permanent, which would preclude them from operating any specified class of equipment, or if they no longer wish to be listed in the accreditation register.

## 10 Privacy Requirements in Administering Health Assessments,

OTHR is required to comply with the National Privacy Principles and health records legislation, which require the protection of personal and health information.

To ensure compliance with these requirements, the OTHR Administration Manager will ensure that:



- The health assessment status of members is kept confidential and released only as required to the member, supervisor and/or Authorised Health Professional.
- All records pertaining to health assessments are kept confidentially and securely in accordance with privacy and health records legislation.
- Health information kept is accurate, up to date, and protected from loss and unauthorised use.
- Member/patient consent is obtained prior to disclosing any health information to a third party, unless permitted by law as with workers' compensation.
- Members are clearly informed about what health information is stored, the purpose for collecting and storing the information, the fact that they can access it, and to whom the information may be disclosed (i.e. the worker, supervisor and Authorised Health Professional).
- The method of transmission of the health assessment results from the Authorised Health Professional ensures that confidentiality is maintained.
- Only information necessary to assess fitness for rail safety work is collected.
- Examinations are not requested that are outside the health requirements of the members job, and health professionals are only provided with information that is relevant to the health assessment for that job.

## 11 Review

OTHR will implement review processes to ensure that:

- Rail safety workers are being appropriately categorised and receiving health assessments in accordance with the National Standard for Health Assessment of Rail Safety Workers;
- Rail safety worker health assessments are being administered and managed in accordance with the requirements of the National Standard for Health Assessment of Rail Safety Workers.

OTHR will determine quality control requirements based on a risk management approach, considering factors such as:

- The risk category of members.
- The experience of the health professionals.
- The complexity of the organisation. Quality control processes may include:
- Audits (e.g. audits of the database to ensure health assessments are being completed as required).
- Document reviews (e.g. reviews of procedures and documentation).
- Consultation and feedback e.g. holding discussions with Authorised Health Professionals, and rail safe workers.

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OTHR shall regularly review the quality control system, as quality control requirements may change over time.