

# Medical assessments

Anglicare is committed to providing employees and volunteers with a working environment that is safe for them.

All employees are required to undertake a medical assessment prior to commencing employment.

Where it is identified that current employees or volunteers are at risk of injury, Anglicare may require a further medical assessment at any time.

All volunteers who will be involved in physical activities or manual handling are required to undertake a medical assessment prior to the commencement of their volunteer placement.

Anglicare will cover the cost of the medical assessment.

When the medical assessment has been completed it is sent to a designated worker in the Safety team, Human Resources Team and relevant managers.

An offer of employment will not be made until the medical report has been received and assessed by the Employee Health and Safety Consultant.

Information from medicals will be used to ensure the tasks that employees and volunteers are required to perform as part of their position do not exceed any identified restrictions and that they are only performing tasks that they are capable of undertaking.

Questions in the medical assessment related to mental health are to be considered as optional and employees and volunteers are not to be penalised or disadvantaged for choosing not to answer these questions.

Where restrictions are identified during the assessment that will not impact the employees or volunteer's ability to perform the inherent task of the position, then employment should proceed/continue.

Where restrictions are identified during the assessment that will have some impact on the employees or volunteers ability to perform the inherent tasks of the position, then reasonable adjustments to the work environment, position or work hours should be considered, and the employment should proceed/continue.

For new employees/volunteers, if after consideration of all reasonable adjustments, a safe work environment cannot be provided or the employee/volunteer is not able to perform the inherent tasks of the position, then the appointment should not continue.

For existing employees/volunteers, if after consideration of all reasonable adjustments, a safe work environment cannot be provided or the employee/volunteer is not able to perform the inherent tasks of the position, then redeployment to another position should be considered.

Where employees/volunteers move between programs within Anglicare, a medical assessment should only be undertaken if the new position requires a higher degree of manual handling or physical work than the originally assessed position.

Information from medicals may be used as a benchmark in the event of a workplace injury.

In accordance with Anglicare's Privacy and Confidentiality Policy, medical assessments are not to be distributed to or discussed with any other parties with the exception of those referred to within this policy.

**1800 243 232**  
anglicare-tas.org.au

