



# Kaitiaki Kindergartens

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## Operational Policies

### 3.11 Health Monitoring Policy

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**Classification:** Human Resources  
**Applies to:** All Employees  
**Approved by:** General Manager

**Date:** April 2019  
**Review Date:** April 2021

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#### **Purpose:**

- To identify a process to identify and manage any areas of the Association's services workplace environments requiring specific health monitoring in relation to work being undertaken.

#### **References:**

- Kindergarten Teachers Collective Agreement (KTCA)
- State Sector Act 1988
- Employment Relations Act 2000
- Current Employment Agreements Staff Code of Conduct
- Vulnerable Children's Act 2014
- Equal Employment Opportunity Policy

#### **Definition:**

- Kaitiaki Kindergartens – is referred to as 'The Association'
- Head Teachers and Centre Managers- are referred to as Service Leaders
- Professional Practice Leaders – PPL
- Kindergartens and Early Learning Centres - are referred to as services
- Non-teaching employees - Other Employees

## **Policy**

### **Procedures**

1. Through the Association Hazard management system, any potential health conditions will be identified in relation to hazards.
  2. Specific occupational / task analysis will be undertaken by an identified professional to measure baseline exposure to the hazard.
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3. Where this hazard is demonstrated to be above significance (noise and decibel reading, lung function and asbestos etc.), annual / bi annual testing will be required to be undertaken.
4. Testing of individuals to be undertaken by relevant specialist / health professional.
5. Employees will be notified by the Association General Manager regarding the results of testing. Privacy of the information will be assured.
6. Consideration of educational, medical and vocational support may be considered with sub optimal results of individuals.
7. All hazards contributing to sub optimal results will be identified with appropriate controls actioned, with hazard register updated, and information shared with staff.
8. Following a post critical event, where employers are terminating their employment and work in an identified area requiring health monitoring, post critical and exit testing will be undertaken to identify any changes in health (through identified health professionals), with results feedback to the individual and into the hazard management system.
9. All staff will be made aware of the opportunity to meet with specialists from an Employee Assistance Programme in the event of stress or other mental issues. The association will pay for 3 confidential sessions after which the General Manager will have the option of providing further support for the staff member.
10. Staff members who attend early childhood services face an increased risk of exposure to some diseases, and some diseases pose a more serious risk for adults. It is recommended that the staff have immunity to **measles, mumps, rubella, chickenpox and pertussis (whooping cough)**. It is recommended that all adults have a booster dose of adult tetanus-diphtheria vaccine at age 45 and 65 or after some injuries and an annual influenza vaccination. Costs may be covered at the General Managers discretion.

Signed:

General Manager

Date:

25/7/19

**Endorsed by**

Signed:

President of the Board

Date:

25/7/19