



## Operational Policies

### 7.03 Health and Environmental Monitoring Policy

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**Classification:** Health and Safety  
**Applies to:** All Employees  
**Approved by:** General Manager

**Date:** July 2022  
**Review Date:** July 2025

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#### **Purpose:**

- To ensure the health and safety of all employees of The Association.
- To outline a Health Monitoring Framework to identify and manage any areas of The Association's workplace environments requiring specific health monitoring in relation to work being undertaken.

#### **References:**

- Children's Act 2014
- Current Employment Agreements Staff Code of Conduct
- Education (Early Childhood Services) Regulations
- Employment Relations Act 2000
- Health and Safety at Work Act 2015
- Kaitiaki Kindergartens Hazard and Risk Management Policy (7.02)
- Kindergarten Teachers Collective Agreement (KTCA)
- Licensing Criteria for Early Childhood Education and Care Services 2008
- State Sector Act 1988
- The Privacy Act 2020

#### **Definition:**

- Kaitiaki Kindergartens – is referred to as 'The Association'
- Kindergartens and Early Learning Centres – are referred to as services
- Employee(s) – Any person(s) employed by The Association
- professional
- Head Teachers and Centre Managers – are referred to as Service Leaders
- Identified Professional – a relevant employee of The Association or qualified Professional Practice Leaders – PPL
- Head Teachers and Centre Managers – are referred to as Service Leaders
- Professional Practice Leaders – PPL
- Non-teaching employees – Other Employees

#### **Policy**

The Association will identify and manage any areas of The Association's workplace environments requiring specific health monitoring

The Association will ensure the monitoring of employee health where there is an identifiable disease or health effect that may be related to the exposure of a hazard while working in any of its services.

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All services must ensure that health monitoring is carried out for employees as detailed in this policy.

## Procedures (Health Monitoring Framework)

### Hazard Identification and Health Monitoring

1. Employees attending early childhood services face an increased risk of exposure to some diseases, and some diseases pose a more serious risk for adults.
  - a. It is recommended that staff have immunity to **measles, mumps, rubella, chickenpox and pertussis (whooping cough)**.
  - b. It is recommended that all adults have a booster dose of adult tetanus-diphtheria vaccine at age 45 and 65 or after some injuries.
  - c. It is recommended that all adults have an annual influenza vaccination.
  - d. It is required that all employees follow legal mandates on vaccines where they in place (eg employees must be fully vaccinated against the COVID-19 virus (Delta Strain)).

Costs may be covered at the General Managers discretion.

2. Any potential health hazards will be identified in through The Association Hazard Management System, (see policy 7.02) and when a potential health hazard is identified:
  - a. A specific occupational/task analysis will be undertaken by an identified professional to measure baseline exposure to the hazard.
  - b. Where this hazard is demonstrated to be above significance (eg noise and decibel reading, lifting hazard, lung function and asbestos etc.), regular (annual / bi annual) testing will be required to be undertaken (as required by law).
  - c. Testing of individuals is to be undertaken by relevant specialist / health professional.
  - d. Any employee who participates in health monitoring will be fully informed of the results of the tests that relate to their work.
    - i. The results of testing will be notified to Employees by The Association General Manager.
    - ii. The Association will treat the results of the health monitoring as Confidential Medical Information and will store the information in accordance with the requirements under the Privacy Act 2020.
  - e. With sub optimal results of individuals, consideration of educational, medical and vocational support may be considered
  - f. All hazards contributing to sub optimal results will be identified with appropriate controls actioned, with hazard register updated, and information shared with staff.
    - i. Where a sub-optimal result indicates that a hazard control is not effective, then the result should be used (with the informed consent from the employee concerned) as a basis for improving the hazard control mechanism.
    - ii. The General Manager is to ensure that the employee concerned is not exposed further to the hazard(s) until improved hazard controls are implemented.
3. Specific Health Monitoring (such as Workstation Assessments) will be conducted for employees who report discomfort or pain (as appropriate).



## Pre-employment Health

1. All potential new employees will be asked in the "Application for Employment" form to disclose any pre-existing health conditions and injuries that could affect their job.

## Baseline Testing

To help to detect any changes in health when undergoing future health monitoring testing:

1. In services where health hazards have been identified and health Monitoring is in place, **new employees** may be asked to undergo relevant health monitoring baseline tests prior to commencement of their employment with the aim of ascertaining baseline health levels.
2. In services where new health hazards have been identified, **current employees** may be asked to undergo relevant health monitoring baseline tests with the aim of ascertaining baseline health levels. This will also help to detect any changes in health when undergoing future health monitoring testing.

## Post Critical Event Testing

1. In the event of an accident or incident where employees have, or may have, been exposed to hazardous substances, noise or any other potential health threat, those employees will be tested by a professional health care provider chosen by The Association as soon as practicable after the event.

## Exit Testing

1. Any employees terminating their employment where the employee has been part of the Association's health monitoring framework (this document) through the nature of their work, may be required to undergo an exit health test to establish monitored health at the point of departure.
2. Testing can only be done with the consent of the employee and only in previously monitored areas.

## Assistance to Employees

1. In the event of stress or other mental issues, all staff will be made aware of the opportunity to meet with specialists from an Employee Assistance Programme. 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.

Signed:

General Manager

Date:

30 MARCH 2023

## Endorsed by

Signed:

President of the Board

Date:

30 March 2023