



Occupational Health Assessments

Booking information and services guide

October 2017



Occupational Health Assessment Booking Information

Thank you for booking your occupational health assessments with CS Health.

The CS Health Occupational Health Assessment booking confirmation form is an important part of the medical process.

It is vital that you complete each section of the form accurately to ensure the correct services and assessments are performed.

Important notes

- All initial phone bookings are considered tentative until we have received your completed Occupational Health Assessment confirmation form. The information provided on this form not only secures the date and time of the booking, but also confirms the services required by your company.
- All confirmation forms must be received no later than 1.00pm (2) two business days prior to the requested appointment date. Please refer to our Cancellation / Non-attendance Policy for further information (*available at www.coalserviceshealth.com.au or ask our staff for a copy*).
- Pre-scheduled bulk appointments are limited to a maximum of 50 per month per customer/company.
- Please inform each candidate of their appointment details and provide them with the 'Your CS Health appointment details' information sheet which includes office locations.

Completing the form

1. Please refer to the Occupational Health Services Guide (see page 3) when confirming your requirements.
2. Complete and return only the 'Booking Confirmation Form' to CS Health.
3. Give 'Your CS Health appointment details' to each worker booked for an assessment.

Cancellation / Non-attendance fees

	Notice Period	Fee
Non-attendance	N/A	100% of service cost
Cancellation	2 business days	100% of service cost

Occupational health services guide

It is CS Health policy to conduct a breath alcohol analysis test prior to any medical assessment or functional capacity evaluation proceeding. Examinees must have a blood alcohol concentration (BAC) of 0.00%.

Appointments that are unable to proceed due to a positive breath analysis will be charged as per the non-attendance fees (see page 2).

Pre-placement Medical Assessment

- This medical is for **prospective employees only**, and aims to identify medical conditions which may affect the inherent requirements of the role.
- The medical takes one hour and involves an assessment by a CS Health Medical Officer and Occupational Health Nurse.
- This medical complies with NSW Coal Order 41.

Site Access Medical Assessment

- This medical is for **existing employees**, and contains the same medical content as a Pre-placement Medical Assessment and is intended to meet onsite specific requirements.
- Whilst this medical is not a requirement of NSW Coal Order 41, the content of the medical satisfies the components of the Order.
- The expiration date for this medical will differ according to individual site requirements. Please check with your individual sites for their specific requirements prior to booking.

Periodic Health Surveillance

- This medical is a comprehensive health surveillance medical conducted by an Occupational Health Nurse.
- The medical complies with the requirements of NSW Coal Order 41 and is valid for three years.
- This medical is not an assessment of an individual's fitness for work, and therefore no certificate of fitness is issued. However, an attendance certificate will be issued for the employer's records.
- Data collected for the periodic health surveillance remains on the individual's CS Health file, and is not routinely released to the employer.

Site Access Medical Assessment plus Periodic Health Surveillance

- This medical incorporates the site access medical and comprehensive periodic health surveillance.
- A certificate of fitness is issued for the site access medical component of this assessment, and an attendance certificate will be issued for the periodic health surveillance component.
- The periodic health surveillance complies with NSW Coal Order 41 and is valid for three years.
- Data collected for the periodic health surveillance remains on the individual's CS Health file, and is not routinely released to the employer.

Certificate options

- CS Health provides a detailed medical assessment certificate as standard, which includes a certificate of fitness and information on relevant medical history and clinical findings. This certificate may include sensitive personal information and must be handled in accordance with the National Privacy Principles.
- If you do not wish to receive the detailed medical assessment certificate, please select the **summary certificate option** in the 'Medical assessment details' section of the confirmation form.

Rail Medical – Category 1, Category 2, Category 3

- These assessments are performed in accordance with the national rail standard.
- Drug and alcohol testing may be required under local rail jurisdiction and the policies of the rail operator.
- Clients must clarify the category and what method of drug and alcohol testing will be required with the rail operator.

Return to Work Medical

- CS Health Medical officers have an in depth understanding of the industry and its requirements. This independent medical assessment is tailored to assess the workers capacity to perform tasks specific to their role after injury or illness.
- This report can assist an employer to determine the work capacity of an employee and can be used in conjunction with the treating doctor's recommendations.
- This type of assessment will frequently require the sourcing of further medical information and will be presented in the form of a medico-legal report

Underground Mines Rescue Medical

- This medical contains the requirements set out by the NSW Mines Rescue Service.
- Included in this medical is an assessment of the examinee's Hepatitis B immunity.

Other medicals

- Queensland medicals
- Commercial driver medicals
- Blasting explosive user medicals
- Safe work Australia hazardous chemical medicals (Eg: Spray painter)

If you require a specific assessment that is not outlined above, please contact CS Health to discuss your requirements.

Drug and Alcohol Screening

- Instant drug screening using an AS4308:2008 compliant device
- Breath alcohol analysis instant test
- Pathology drug analysis comprised of sample collection and laboratory analysis
- Pathology urine alcohol analysis comprised of sample collection laboratory analysis

All Drug and Alcohol screening tests must have a written request prior to the assessment date.

Fit Testing

- This assessment tests the adequacy of hearing and respiratory personal protective equipment (PPE).
- Please contact your nearest CS Health office for availability of testing.

Psychological Testing

- CS Health offers psychological testing specifically developed by Onetest to assess safety and reliability traits in the workplace setting.

Functional Capacity Evaluation (FCE)

The CS Health functional capacity evaluation (FCE) assesses an individual's physical ability to perform tasks typical to their role.

FCEs may be conducted as part of the initial recruitment process, or to assess a person's physical and functional tolerances following an injury or illness.

FCE Type	
Pre-placement	Conducted as part of the initial recruitment process. Different assessments apply to underground and surface roles.
Mines Rescue	FCEs are required as part of a brigadesman's assessment for fitness. Different assessments apply to underground and surface brigadesman.
Return to Work	These assessments can be requested for clients following periods of absence from work due to injury or illness to determine if the worker can physically meet the demands of their role. Workers must have a pre-injury duties certificate or full medical / specialist clearance to undertake this assessment.
WorkHab	Enables a licensed evaluator to objectively measure, determine and report of the functional abilities of an individual. The WorkHab FCE is predominantly used to determine a worker's safe and objective physical capabilities, establish and monitor return to work goals and aid in return to work facilitation.