

## Health and Safety Guideline

# HSG 4.1 Pre-Employment Assessment Against Inherent Requirements

### 1. Purpose

The document provides guidance for determining if a worker is able to meet the inherent requirements of a role, and if reasonable adjustments are required. This Guideline is designed to ensure, as far as possible, that the capacities of the worker are adequate for the work tasks as listed in the position description, and the University can make necessary accommodation and ensure the worker can be provided with a safe place of work.

### 2. Scope

This Guideline applies to all health, safety and wellbeing activities of staff, students, visitors (including volunteers and contractors), Council members, and other persons interacting with the University of Newcastle (workers); the operations of staff of University aligned Research Centres and controlled entities; and all activities conducted by or on behalf of the University of Newcastle on and outside of the University's campuses.

### 3. Guidelines

#### 3.1. Determination of inherent requirements

The Hiring Manager must complete the [Position Screening Health and Safety Risk Assessment](#) to identify where a specific position/project/activity hazard may impact candidate suitability for a role being advertised or a change of work activity. Further details are available in the [University of Newcastle Talent, Recruiting and Appointment Policy and Procedure](#).

The specific hazard(s) identified in the [Position Screening Health and Safety Risk Assessment](#) must be identified in the position description, along with the other inherent position requirements of the role.

### **3.2. Position Screening Health and Safety Risk Assessment**

Human Resource Services will request candidates respond to the following questions regarding any accommodations, illness or injuries that may require reasonable adjustment:

- Are you aware of any factors (physical, psychological or other) which may affect you performing the inherent requirements of the role considering the hazards listed on the Position Screening Health and Safety Risk Assessment for the role which you are applying? If so, please state:
- Do you require any reasonable adjustment or accessibility accommodations? If so, please state:

If the preferred candidate responds 'yes' to either reasonable adjustment question, and / or a hazard has been identified on the Position Screening Health and Safety Risk Assessment, the Hiring Manager will raise a request in [ServiceNow](#) to determine the need for a pre-employment is required.

### **3.3. Process for Pre-Employment Assessment**

The Health, Safety and Wellbeing Team will assess the completed Position Screening Health and Safety Risk Assessment together with the preferred candidate responses regarding reasonable adjustments and determine if a pre-employment assessment is required. Criteria for determining if a pre-employment assessment is required will be determined by the Health, Safety and Wellbeing Team ServiceNow request based on the candidate responses and the type of screening required as identified in Position Screening Health and Safety Risk Assessment.

If it is determined that a pre-employment assessment is required, the University will engage an appropriately qualified health professional(s) or service to undertake the pre-employment assessment.

The outcome of the pre-employment assessment will indicate that the candidate:

- is able to perform the inherent requirements of the role without adjustments having to be made; or
- may be able to perform the inherent requirements of the role with adjustments being made (and a recommendation of what those adjustments should be); or
- unable to perform the inherent requirements of the role; or
- further information is required before a recommendation can be finalised.

Adjustments may be administrative, environmental, or procedural in nature. The appropriate health professional(s) will prepare a report setting out their determination and will include signoff by the overseeing medical practitioner of the health service undertaking the assessment.

The report will be provided to the Health, Safety and Wellbeing Team who will consult with the Hiring Manager and Human Resource Services to determine if the candidate is able to reasonably meet the inherent health and safety requirements of the role.

### 3.4. Review of Recommended Adjustments

Where the report recommends that the candidate may be able to perform the inherent health and safety requirements of the role with adjustments made, the Health, Safety and Wellbeing Team will liaise with the Hiring Manager and relevant leader or supervisor to determine if the adjustments are reasonable, having regard to the nature of the work to be performed, the financial or other costs of making the adjustments, the practicality of making the adjustments, and the extent of any disruption to the University's operations.

If it is determined that the adjustments can be reasonably made, Human Resource Services can proceed to make the offer of work to the candidate.

### 3.5. Medical Report

Pre-employment assessment reports generated in relation to a pre-employment assessment including responses by the candidate and reports from health professional(s), will be held and treated in a confidential manner by the University in accordance with relevant privacy legislation and the [University of Newcastle Privacy Management Plan](#).

Reports prepared as part of a pre-employment assessment are paid for by the relevant Business Unit advertising the position.

## 4. Definitions

In the context of the Health and Safety Management System Framework:

Candidate	Means: <ul style="list-style-type: none"><li>• a person applying for employment with the University; or</li><li>• a student applying for work experience with the University; or</li><li>• a person applying to act on a voluntary basis for the University.</li></ul>
Executive Committee	Consisting of the Vice-Chancellor, the Deputy Vice-Chancellors, the Pro Vice-Chancellors, the Chief Operating Officer, Chief People and Culture

	Officer and the Chief Financial Officer, the University Secretary and the President of Academic Senate.
Inherent Requirements	Includes: <ul style="list-style-type: none"> <li>the ability to perform the functions and responsibilities that are a necessary part of the role, including productivity and quality requirements;</li> <li>the ability to work effectively in the team or other type of work organisation concerned; and</li> <li>the ability to work in a manner that does not pose a risk to the health or safety of the applicant, workers, students or other members of the University community.</li> </ul>
Hazard	A situation, condition, or event, including a person's behaviour, that exposes a worker to a risk to their health or safety during the course of work in a workplace, that has the potential to cause injury, illness or even death or to damage buildings, plant or equipment.
Hiring Manager	Leader or supervisor responsible for recruiting a role in accordance with the University of Newcastle Talent, Recruiting and Appointment Procedure.
Leader / Supervisor	Any member of the University who is responsible for supervising staff and/or undergraduate or postgraduate students and/or for leading research projects.
Health Professional or Service	Means a person who has the qualifications and experience to conduct occupational health assessments. Dependent on the assessment conducted they may be a doctor, nurse, occupational therapist, audiologist or other speciality.
Pre-Employment Assessment	Means a medical assessment undertaken by a Health Professional or Service, in the form of an appointment, written guidance or physical examination in accordance with the relevant protocol, guideline or Australian Standard for assessment indicated in Appendix 2 Health Monitoring, Immunisation, Screening and PPE Program of Guideline HSG 8.5 Health Monitoring.
Risk	The likelihood that a hazard will cause harm and the consequence of that harm.
Worker	Includes an employee, conjoint, student on work experience, contractor, sub-contractor, and volunteer. A person is a worker if the person carries out work in any capacity for the University or another person conducting a business or undertaking, including work as: <ol style="list-style-type: none"> <li>an employee, or</li> <li>a contractor or subcontractor, or</li> <li>an employee of a contractor or subcontractor, or</li> <li>an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or</li> <li>an outworker, or</li> <li>an apprentice or trainee, or</li> <li>a student gaining work experience, or</li> <li>a volunteer, or</li> <li>a person of a prescribed class.</li> </ol>

## 5. Responsibilities

A comprehensive list of health, safety and wellbeing responsibilities is provided in the Roles and Responsibilities Guideline.

## 6. References & Related Documents

The following documentation is referenced in, or applicable to this Guideline:

[HSG 1.2: Roles and Responsibilities](#)

[HSG 8.5: Health Monitoring and Immunisation](#)

[Position Screening Health and Safety Risk Assessment \(FRM-EL04.01\)](#)

[University of Newcastle Talent, Recruiting and Appointment Policy and Procedure](#)

[University of Newcastle Privacy Management Plan](#)

## 7. Amendment History

Version	Date of Issue	Approval	Section(s) Modified	Details of Amendment
1, 2	October 2016	Manager Health and Safety	-	Original versions with latest amendment for HSG 5.1 Pre-placement Assessment Against Inherent Requirements
3	July 2023	CPCO	All	1. Renumbered from HSG 5.1 to HSG 4.1 Pre-Employment Assessment Against Inherent Requirements 2. Updated content in all sections 3. Added new/renamed Related Documents 4. Added Amendment History 5. Amended document control header and footer

## 8. Appendices

Nil