

**IMPORTANT INFORMATION  
TO THE CONTRACTOR/WORKER**

- You are required to attend a health assessment to assess your fitness for safety critical work at your transport agency.
- Instructions for arranging your health assessment and preparations you need to do beforehand, are on page 3 on this form.
- The health assessment will include an AS/NZS4308:2008 urine drug test and an alcohol breath test. Contractors who return a positive urine drug or an alcohol breath test reading greater than zero will be certified temporarily unfit until such time as you have successfully completed your transport agency's drug and alcohol rehabilitation program for contractors. Details of the program requirements are available from the RailSafe website at <https://railsafe.org.au/>
- The authorised health service provider may ask your permission to speak to your general practitioner or treating specialist and if you agree, will then ask you to sign a document providing written consent to such contact.
- If the authorised health service provider finds or suspects something is wrong with your health that you did not know about, they will ask permission to inform your doctor. The examining health professional will not treat any medical condition but will give you a letter to take to your own health professional.
- If the authorised health service provider finds that you do not meet all relevant medical criteria, your manager and your transport agency may discuss the appropriate action to be taken.

**TO THE CONTRACTOR/WORKER - DISCLOSURE OF HEALTH INFORMATION**

Please read carefully and sign below to indicate your understanding of how your health assessment information will be reported, stored and accessed.

The authorised health service provider retains all detailed medical papers relating to your health assessment including your test results and the completed record of clinical findings. The authorised health service provider only sends the completed Part B Report form and the drug and alcohol test results direct to your firm and your transport agency to indicate your fitness for safety critical work. The details of your health assessment will remain confidential and will only be reported to your firm and to your transport agency in terms of your fitness for safety critical work unless you give the health service provider a separate, specific written authorisation to disclose any relevant medical information that impacts on your ability to do your job.

The exception to the above is that the Chief Health Officer (CHO) or nominated representative of your transport agency may access your full medical records and test results to aid in the management of your health in relation to your work, for audit purposes, or to compile statistics. The CHO or nominated representative must maintain the confidentiality of these records and ensure they are not made available to, or discussed with, any person within your transport agency.

Other than the above, no information will be disclosed to your firm or any other person or organisation without your written permission, except where:

- a notifiable disease is diagnosed which must by law, be reported to the State authorities, or
- a report is subject to subpoena or a statutory disclosure requirement, or
- the rail safety regulator (or another person) is required to conduct an inquiry into a railway accident or incident, or
- a person or organisation is appointed to conduct an audit of the health service provider's compliance with the National Standard for Health Assessment of Rail Safety Workers, or
- de-identified statistical information related to your transport agency's health assessment process is compiled and provided to your transport agency, or
- there is another lawful purpose.

Information collected on this form is subject to privacy laws such as Health Records and Information Privacy Act 2002 (NSW), and Privacy and Personal Information Protection Act 1998 (NSW). Transport agency protects and holds all health and personal information in accordance with policies and procedures. You have the right to access your health records including those held by the authorised health professional and the records held by your transport agency.

**CONTRACTOR/WORKERS DECLARATION**

I,..... (print name) certify that I have read and understood the above statement concerning the disclosure of my health information. I understand that if the outcome of the health assessment is temporarily or permanently unfit, or if the drug or alcohol test is positive, a copy of Part B of this form is sent to Transport for New South Wales Learning and Development Branch to manage Rail Industry Worker Card. I agree that this declaration cannot be withdrawn to avoid the consequences of not passing a medical assessment and/or failing a drug or alcohol test.

..... (Print name) Signature:..... Date ...../...../20.....

**For the Contractor/Worker to complete regarding PORTABILITY OF ASSESSMENT RESULTS**

I,.....(print name)

Give  Do not give  permission for this health assessment to be forwarded to another rail transport operator as confirmation of fitness for safety critical work. Signature: ..... Date ...../...../20.....

**TO THE CONTRACTOR'S FIRM**

**Please complete all relevant details in Part A of the form including:**

- personal details of the worker/applicant, and
- appointment details, once these are confirmed by the health service provider after you have booked the appointment.

**Also complete contractor's name, date of birth, contact details, and your transport agency at top of Part B.**

Note: To be certain that the individual is fit for rail safety work, the health assessment should be finalised before any relevant training course is booked. Note that the urine drug test results will take at least two days to be available and that the health assessment cannot be finalised without these results.

The authorised health service provider needs to be provided with the original of this form, at least three business days in advance of the scheduled appointment.

**TO THE HEALTH PROFESSIONAL**

You are requested to conduct a health assessment to assess the worker's / applicant's fitness for safety critical work in accordance with:

- details provided in Part A of this form,
- the National Standard for Health Assessment of Rail Safety Workers, and
- Authorised health professional terms of reference

Please perform the assessment, complete Part B of this form and return it to the nominated contact at the contracting firm according to the instructions in Part A.

**NB: If the outcome is temporarily or permanently unfit, and/or if the drug or alcohol test is positive, a copy of Part B should be faxed to Transport for New South Wales Learning and Development Branch on 02 9752 8951 or emailed to [rct\\_competencycards@transport.nsw.gov.au](mailto:rct_competencycards@transport.nsw.gov.au)**

**PART A- REQUEST FORM – SAFETY CRITICAL EXAMINATION REQUIRED FOR CONTRACTOR**

<b>TO: Name of Examiner/Location</b>	
<b>RE: Proposed Examination on (Date/Time)</b>	
<b>Type of Health Assessment Required</b>	<input type="checkbox"/> CAT 1 Pre-employment <input type="checkbox"/> CAT 2 Pre-employment

**SEND INVOICE & HEALTH ASSESSMENT REPORT TO**

<b>Nominated Manager's name</b>		<b>Phone</b>	
		<b>Mobile</b>	
<b>Name of firm:</b>		<b>Fax</b>	
<b>Postal Address</b>			
<b>Postcode:</b>		<b>Email:</b>	

**CONTRACTOR DETAILS**

<b>Family Name:</b>	<b>First Names:</b>
<b>Address:</b>	
<b>Postcode:</b>	<b>Date of Birth:</b>
<b>Transport agency:</b>	

**PROPOSED WORK (PLEASE TICK APPLICABLE RAIL AGENCY):**

<b>Describe the work the contractor will be doing for the transport agency</b> (e.g. track protection, track machine operator, track vehicle operator, mobile plant operator)	
➔	
<b>Describe any additional WH&amp;S requirements</b>	
➔	
<b>List competencies / qualifications</b>	
➔	
<b>Identify colour vision requirement</b>	<input type="checkbox"/> Normal <input type="checkbox"/> Defective Safe A <input type="checkbox"/> Defective Safe B <input type="checkbox"/> Nil
<b>Identify hearing requirement</b>	<input type="checkbox"/> Hearing in Noise <input type="checkbox"/> Hearing in Quiet

**OTHER TESTS/SERVICES ORDERED**

<b>Mandatory drug and alcohol screening tests</b>	<input checked="" type="checkbox"/> AS/NZS4308:2008 drug test from accredited laboratory	<input checked="" type="checkbox"/> Alcohol breath test <b>Note: contractor will have to record a breath alcohol reading of zero.</b>
<b>Cardiac Risk Assessment Tests (Category 1 only)</b>	<input type="checkbox"/> Cholesterol (total and HDL; and Ratio Total : HDL)	<input type="checkbox"/> HbA1c

## How to arrange the health assessment

### Step 1 – Make an appointment to have a blood test (Category 1 only)

- You may attend any pathology collection centre.
- You must have a blood test **at least 3 days before your health assessment appointment.**
- This blood test is used to measure your HbA1c (reflects average plasma glucose concentration) and cholesterol levels.
- You will need to advise the pathology collection centre of the name and address of the health service that will be conducting your assessment so that your pathology results may be referred.
- Photo identification (Driving Licence or Passport) will be required.

### Step 2 – Make an appointment for your health assessment

- You may select any service from the list of authorised health providers posted at <http://railindustryworker.com.au/authorised-health-professionals/>. An examination performed by a non-authorised health provider will not be accepted by the transport agency.
- Enter details of your appointment below as a reminder.

Time	
Date	
Name and address of health provider	

### Step 3 – Complete the health questionnaire on the following two pages

- The questionnaire is a screening tool to help identify conditions that might affect the performance of safety critical work.

### Step 4 – Attend the health assessment

Take with you to your health assessment appointment:

- The health questionnaire (completed but not signed)
- A list of all medications you are taking, including over-the-counter medicines.
- Any relevant medical reports or test results
- Your HbA1c and/or blood sugar record (if you are diabetic)
- Photo identification (Driving Licence or Passport)
- Any spectacles, contact lenses, hearing aids or any other aids required for your work.

**SAFETY CRITICAL WORKER – HEALTH QUESTIONNAIRE**

For privacy reasons, the completed questionnaire **MUST NOT** be returned to the transport agency (except on request to the Chief Health Officer or nominated representative who must maintain privacy). The health service provider retains the completed questionnaire in the worker's health record file.

CAT 1 – HIGH LEVEL SAFETY CRITICAL WORKER

CAT 2 - SAFETY CRITICAL WORKER

**Worker Details**

<b>Family name:</b>		<b>First names:</b>	
<b>Address:</b>		<b>Suburb/State:</b>	
<b>Postcode:</b>	<b>Date of birth:</b>	<b>Home Phone/mobile:</b>	
<b>Transport agency:</b>			

**COMPLETE ALL THE ANSWERS TO THIS QUESTIONNAIRE BEFORE ATTENDING THE MEDICAL EXAMINATION. SIGN THE FOLLOWING DECLARATION WHEN YOU ARE WITH THE EXAMINING HEALTH PROFESSIONAL.**

I, .....(print name) certify that to the best of my knowledge all the information supplied in the following questionnaire is true and correct.

Signature of worker.....  
Date: ...../...../.....20.....

Witnessed by  
Health Professional.....  
Date: ...../...../.....20.....

**Safety Critical Worker – Health Questionnaire – Page 1**

				NO	YES		
1.	<b>Are you currently being treated by a doctor for any illness or injury?</b>			<input type="checkbox"/>	<input type="checkbox"/>		
2.	<b>Are you receiving any medical treatment or taking any medication (prescribed or otherwise)?</b> <i>Provide brief details below and take your medications with you to show the doctor</i>			<input type="checkbox"/>	<input type="checkbox"/>		
.....							
.....							
.....							
3.	<b>Have you ever had, or been told by a doctor that you had, any of the following:</b>				NO	YES	
		NO	YES		NO	YES	
3.1	High blood pressure	<input type="checkbox"/>	<input type="checkbox"/>	3.14	Memory loss, difficulty with attention or concentration	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Heart disease	<input type="checkbox"/>	<input type="checkbox"/>	3.15	Diabetes	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Chest pain, angina	<input type="checkbox"/>	<input type="checkbox"/>	3.16	Neck, back or limb disorders	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Any condition requiring heart surgery	<input type="checkbox"/>	<input type="checkbox"/>	3.17	Hearing loss or deafness or had an ear operation or use a hearing aid	<input type="checkbox"/>	<input type="checkbox"/>
3.5	Palpitations / irregular heartbeat	<input type="checkbox"/>	<input type="checkbox"/>	3.18	ADHD, autism, Asperger's, cognitive impairment or any other cognitive or developmental condition	<input type="checkbox"/>	<input type="checkbox"/>
3.6	Abnormal shortness of breath or chest diseases			3.19	A psychiatric illness or nervous disorders	<input type="checkbox"/>	<input type="checkbox"/>
3.7	Head injury, spinal injury	<input type="checkbox"/>	<input type="checkbox"/>	3.20a	Have you ever been a smoker?	<input type="checkbox"/>	<input type="checkbox"/>
3.8	Seizures, fits, convulsions, epilepsy	<input type="checkbox"/>	<input type="checkbox"/>	3.20b	How many cigarettes per day do/did you smoke?	.....	
3.9	Blackouts or fainting	<input type="checkbox"/>	<input type="checkbox"/>	3.20c	If you were a smoker, when did you quit?	.....	
3.10	Stroke	<input type="checkbox"/>	<input type="checkbox"/>	3.21	Do you use illicit drugs? (If yes, briefly describe)	<input type="checkbox"/>	<input type="checkbox"/>
3.11	Dizziness, vertigo, problems with balance	<input type="checkbox"/>	<input type="checkbox"/>	3.22	Have you ever had any other serious injury, illness, operation, or been in hospital for any reason? (If yes, briefly describe)	<input type="checkbox"/>	<input type="checkbox"/>
3.12	Double vision, difficulty seeing or difficulty adapting to changing light conditions	<input type="checkbox"/>	<input type="checkbox"/>				
3.13	Colour blindness	<input type="checkbox"/>	<input type="checkbox"/>				

**CLINICAL NOTES**

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