



HUMAN RESOURCE POLICY MEDICAL EXAMINATIONS

Policy No: NLMHREB011	Effective Date: 01 April 2008
Approved:	Review Date: 01 April 2009

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary, subject to Labour Law Dispensation or operational requirements.

1. SCOPE

This Policy applies to all the Employees of Ngwathe. This Policy must where applicable be read together with the Employment Equity Policy.

2. PREAMBLE

Ngwathe understands that it may be necessary, from time to time, and taking into consideration inherent job requirements, to perform medical examinations.

3. POLICY

The objective of this policy is to outline guidelines for medical testing of Ngwathe employees.

4. STAKEHOLDER ANALYSIS

Role	Responsibility
Municipal Manager	

/ Director Corporate Services (subject to its delegations if any)	
Council	
Line Manager	
Human Resources	
Labour Representatives	

5. PROCEDURES

Medical Examinations may be necessary in cases where the requirements of the job require an employee to be in a certain physical condition to be able to conduct their duties effectively (e.g. driver who may need to have their eyesight tested). The cost of such an examination will be borne by Ngwathe.

Should an employee wish to have their own medical practitioner present at the examination, they are free to do so at their own cost. However, Ngwathe will prescribe a form on which the report of the medical practitioner is to be submitted.

Employees will be advised to complete a medical history record card during induction. This will not be compulsory, but employees are encouraged to volunteer medical information that they feel will be beneficial for fellow employees to know. A medical examination will not be required. Should an employee be epileptic, disclosure of such information would be beneficial to both the employee and Ngwathe.

Material misrepresentation of any health aspect by the applicant may result in disciplinary action being taken against the offending employee. Ngwathe's access to information produced by the medical examinations is restricted by the normal conditions for medical confidentiality. The medical reports will be retained by the medical practitioner, and not be kept on Ngwathe premises.

Ngwathe will not deny a person employment based on the applicant's state of health, unless their health can be shown to have a direct influence on the performance of duties associated with the job (this would include a health and safety risk).

A decision must be specific to the requirements of the job, if an applicant is refused appointment to a job on health grounds. This should in no way influence their possible appointment to another position with a different occupational health risk profile. A decision on the appointment of an employee to a job should only be influenced by the effect their health condition may have on the health and safety of themselves, as well as the conditions influence on the performance of their tasks and responsibilities.

6. AUTHORITY

Formulation Policy	:	Municipal Manager
Authorisation Policy	:	Council
Ownership and Maintenance Manager	:	Director Corporate Services