

## **AUTHORISED HEALTH PROFESSIONAL TERMS OF REFERENCE**

Rail safety health assessments must be conducted in accordance with the National Standard for Health Assessment of Rail Safety Workers 2017 edition, associated information bulletins issued by the National Transport Commission and jurisdictional transport agency procedures.

### Forms

The assessment of employees, applicants and contractors must be conducted using the appropriate form supplied by the rail operator for which you are conducting the rail safety health assessment. It is the Authorised Health Professionals responsibility to ensure they have the latest version of the form. There may be separate forms for pre-placement, periodic and contractor assessments as well as category 1,2 and 3 assessments - Please confirm this with the rail organisation for which you are conducting the assessment. All parts of the forms must be completed legibly. A representative from the relevant rail operator may contact you regarding any comments that are unclear.

### Authorisation

Accreditation as an Authorised Health Professional is for a period of five years and requires attendance at the RISSB training program and completion of the on-line learning exercise. Re-accreditation is subject to attendance at retraining sessions which will be organised approximately every five years as health standards change or as new procedures need to be communicated. Authorisation is at the discretion of the Chief Medical Officer of the rail operator and of RISSB and may be withdrawn if these terms of reference are not met.

Category 1 and 2 assessments can only be performed by a medical practitioner who has completed all elements of the RISSB training program for Authorised Health Professionals and been issued with a certificate of authorisation. Category 3 assessments may be performed by an allied health professional with appropriate qualifications who has also completed the RISSB training program. Note that authorisation applies to individual doctors and allied health professionals, not to medical practices.

### Drug and Alcohol Testing

Rail operators require drug and alcohol testing for all pre-employment, change to a higher category, and contractor health assessments. The following requirements for drug and alcohol testing are mandatory:

- Alcohol testing must use a breathalyser that complies with AS3547. Calibration records must be kept demonstrating compliance with the manufacturer's recommendations.
- Where the rail operator has requested a urine drug test it must be conducted in accordance with AS/NZS 4308:2008
- Urine collection must NOT be witnessed unless this has been specifically requested by the rail operator.
- Where a rail operator has requested an oral fluid test it must be conducted in accordance with AS4760:2006.
- Retesting is not appropriate if the drug test is positive to an illicit drug and/or if the alcohol breath test is greater than zero g/210L. Such individuals must successfully complete the relevant rail operator's D&A rehabilitation program before their fitness will be reconsidered.
- Prior to collecting a drug test sample a thorough drug and medication history should be taken. Drug test results that are consistent with a declared medication e.g. codeine, should be reported as being negative.

### Contractor Assessments

Contractors must have a medical assessment performed by a RISSB Authorised Health Professional, and D&A testing as required by the relevant rail operator. Assessments conducted by other health professionals, or without the required D&A tests, will not be accepted.

Any contractor who is unfit for rail safety work and/or who has tested positive to alcohol or an illicit drug must have their health assessment report sent directly to the relevant rail operator, if known. You may also give the individual and/or the contracting company a copy. This will enable rail operators to keep a record of all individuals who are unfit and/or test positive to drugs or alcohol. The results of those individuals who have passed the health standard and the drug and alcohol tests should simply be returned to the contracting company and do not need to be sent to the relevant rail operator.

A contractor who has tested positive to alcohol or illicit drugs cannot be certified fit for duty on the basis of a simple retest.

#### Access to Medical Records by the Chief Medical Officer

The disclosure, that forms part of the documentation for each assessment, outlines the authority for the Chief Medical Officer to access the medical records of individuals should this be required for the management of the person's health in relation to work, to conduct an audit of the health assessments' compliance with the National Standard for Health Assessment of Rail Safety Workers or for research purposes. You agree to grant the Chief Medical Officer access to relevant medical records if required for an approved purpose. Note that the signed disclosure form cannot be retrospectively withdrawn to avoid the consequences of not passing a medical assessment and/or failing a drug and alcohol test.

#### Audit

To ensure quality of the health assessment process and compliance with the National Standard the Chief Medical Officer may require access to rail safety health assessment records and associated medical correspondence, reports and results. Action items arising from audits must be completed promptly. Should corrective action not be completed and/or should concerns with quality of health assessments continue, the health professional's accreditation to conduct rail safety health assessments may be revoked.

#### Privacy

Apart from the Chief Medical Officer, or nominated representative, no personal health information should be communicated to the Rail Safety Worker's employer or to any other agency/operator unless you have obtained specific written consent to do this from the Rail Safety Worker. Only the health assessment report should be returned to the rail operator and/or the contracting company. No clinical information should be recorded on the health assessment report apart from the drug and alcohol test result.

#### Conduct

You must agree to conduct all health assessments in a professional and courteous manner. If your professional registration is revoked or if you have any disciplinary or legal action taken against you regarding professional conduct or criminal charges you have an obligation to notify the Chief Medical Officer of the rail operator for which you are conducting rail safety health assessments.

#### Agreement to Terms of Reference

I ..... hereby acknowledge receipt of the above national Authorised Health Professional terms of reference and agree to abide by these terms when conducting rail safety health assessments.

Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Please sign and return to your trainer and also [upload](#) a signed copy to the Rail Industry Worker [website](#), along with your RISSB issued AHP certificate, to complete your registration. If you need any further assistance with registering your details, please contact Onsite on 1300 777 245 or [riw@pegasus.net.au](mailto:riw@pegasus.net.au).