
Employee – Pre-employment Health Declaration

This form is required to inform Headway Gippsland of any existing or pre-existing health conditions new starters may have and to assist in the planning for any reasonable adjustment of work spaces/tasks.

Failure to complete this document will mean that the appointment cannot be confirmed.

Employee Details (Please complete this field)

Name:	
Contact Number:	
Position Applied for:	

Employment with Headway Gippsland is conditional upon the applicant being fit and fully able to perform the inherent requirements of the position. When completing the pre-employment health declaration, it must be in full knowledge of the position as outlined in the position description. Read the document carefully and discuss any queries that you may have prior to completing the form with your manager.

The primary purpose of the pre-employment health declaration is to assist Headway Gippsland to ensure that no person is placed in an environment or given tasks that will result in physical or mental harm. It is not the intention of the declaration to deny a person employment solely because of disability or illness.

The pre-employment health declaration does enable, where applicable, appropriate and reasonable action to be taken by Headway Gippsland to meet the provisions of Section 21 of the Occupational Health and Safety Act 2004 and Sub-section 41(1) and Sub-section 41(2) of the Workplace Injury Rehabilitation and Compensation Act 2013.

Section 21 of the Occupational Health and Safety Act 2004, states that an employer shall provide and maintain, so far as practicable, for employees a working environment that is safe and without risks.

Sub-section 41(1) of the Workplace Injury Rehabilitation and Compensation Act 2013, requires disclosure to your employer of any pre-existing injuries or disease that you have suffered, or existing injuries or disease that you continue to suffer of which you are aware and could reasonable be expected to foresee could be affected by the nature of the proposed employment as outline in the position description of your proposed employment.

Sub-section 41(2) pf the Workplace Injury Rehabilitation and Compensation Act 2013 will apply if you fail to make a disclosure or the making of a false or misleading disclosure.

If Sub-section 41(2) applies, any recurrence, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with the employer does not entitle the worker compensation under this Act.

Headway Gippsland may rely on any failure to disclose or the making of a false or misleading disclosure, in accordance with the provisions of the Workplace Injury Rehabilitation and Compensation Act 2013, as grounds for denying compensation.

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	Yes	No
Have you received and read a copy of the position description for the role you have applied for		
<p>Having read the position description for the role you have applied for do you believe you have any limitations or medical conditions that would impact your ability to carry out the job as described? If yes please describe.</p> <p>Failure to disclose may result in limitations under subsection 41 (2)/sub-section section 21 and subsection 41 (1) of the Workplace Injury and Rehabilitation g and Compensation Act 2013.</p>		

Applicant Declaration:

I declare that each answer above is true to the best of my knowledge and belief.			
Signature		Date	

Privacy Notice: The collection and processing of this information is in accordance with the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation Act 2013.

The completed pre-employment health declaration form will be retained on your personnel file. Where employment is not taken up, all documents relating to your application will be retained for six months after the finalisation of any appointment appeal then destroyed.