



Medical Conditions Notification Procedure

Health and Safety Branch
People and Culture Directorate

Version 1 Draft 1 – 25 June 2021

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1 Purpose

This document outlines the procedure for implementation of the Medical Condition Notification Policy.

2 Scope and application

As per scope and application in Medical Condition Notification Policy.

3 Medical condition notification and assessment procedure

Process Step – Notification	Procedure
3.1	<p>Firefighter</p> <ul style="list-style-type: none"> Upon being diagnosed with, or otherwise becoming aware of having, a Notifiable Medical Condition, a firefighter must, as soon as possible, notify the FRNSW Health and Safety Branch, by completing the Medical Condition Notification Form (Appendix B). This obligation arises regardless of whether or not the firefighter is on leave. The form must be submitted to the Health and Safety Branch via email to healthandsafety@fire.nsw.gov.au or via fax to 02 9265 2986
Process Step – Assessment	Procedure
3.2	<p>Health and Safety Branch</p> <ul style="list-style-type: none"> Notifications will be referred by the FRNSW Health and Safety Branch for review by the Health and Medical Team (Occupational Health Advisors), which may include the FRNSW Occupational Physician. Such review may entail any or all of: <ul style="list-style-type: none"> direct communication with the firefighter (e.g. telephone and/or email contact) to discuss the condition. FRNSW Occupational Physician appointment. communication with treating practitioners (see 3.3 regarding consent). referral for additional medical tests or specialist review. The Injury Management Team (Return to Work Advisors) may work with the Health and Medical Team (Occupational Health Advisors, Occupational Physicians), and the local Command, for case management.
3.3	<p>Health and Safety Branch</p> <ul style="list-style-type: none"> Where further medical information is required in order to provide a definitive fitness for duty recommendation, the firefighter's consent will be sought to allow for the FRNSW Occupational Physician to

3.3 cont.	<p>obtain or disclose health information relevant to the presenting condition consent form [LINK]</p> <ul style="list-style-type: none"> If the firefighter declines to allow FRNSW to obtain health information relevant to the presenting condition, FRNSW may direct the firefighter to undergo an independent assessment/tests to advise on fitness for duty. <p>Firefighter</p> <ul style="list-style-type: none"> The assessment may be expedited by the firefighter themselves providing additional health information from their treating practitioner/s to the Health and Safety Branch, for review by the FRNSW Occupational Physician, with initial notification.
3.4	<p>Health and Safety Branch</p> <ul style="list-style-type: none"> On provision of the firefighter's consent, the FRNSW Occupational Physician will seek further health information relevant to the presenting condition from the firefighter's treating practitioner/s and/or may refer the firefighter for further investigation or assessment by an independent specialist
3.5	<p>Health and Safety Branch</p> <ul style="list-style-type: none"> The FRNSW Occupational Physician will provide the relevant Command and firefighter, either directly or through the manager or Return to Work Advisor with recommendations regarding fitness for duty based on the available information. In some cases, such advice may be interim, with final advice to be provided pending review of additional information, clinical progress etc. The Command is provided relevant information to ensure support services are in place to ensure the wellbeing of the firefighter.
3.6	<p>Any disputes may be managed in accordance with the Clause 8 of the Crown Employees (Fire and Rescue NSW Firefighting Staff Death and Disability) award 2020.</p>

4 Training and support

Every effort will be made to be fair and reasonable in any decisions made regarding management of the notifiable condition in the workplace, ensuring that each firefighter is risk assessed against the inherent requirements of their ordinary duties, and in accordance with the FRNSW Health Standard for Firefighters, March 2016.

As outlined in procedure step 3.2, the Injury Management Team (Return to Work Advisors) may work with the Health and Medical Team (Occupational Health Advisors) to provide supportive case management for the firefighter.

Firefighters have access to EAP for support. The EAP is a free and confidential service available to all FRNSW employees and their immediate family members and can be contacted on 1300 360 364.

5 Monitoring and review

Directors and Senior Managers are responsible for monitoring and reviewing compliance with this policy and procedures.

Procedures will be reviewed in line with any changes to the Medical Conditions Notifications Policy and the FRNSW Health Standard for Firefighters.

6 Further information

For further information, contact the Director Work Health and Safety, the Manager Health Promotion, or the Health & Medical Team on (02) 9265 2817.

7 Document information

7.1 Related documents

- FRNSW Work, Health and Safety Policy (CG10-003)
- FRNSW Risk Management Policy (CG06-004)
- FRNSW Health and Safety Plan/Safety and Wellbeing Plan
- FRNSW Health Standard for Firefighters 2016
- FRNSW Return to Work Policy and Program
- FRNSW Management of Injury and Illness in the Workplace Procedure
- FRNSW Privacy Policy

7.2 Document control

Procedure Manager	Director Work, Health & Safety
Contact Officer	Director Work, Health & Safety
Contact No	02 9265 2800
Document type	Procedure
Applies to	<input checked="" type="checkbox"/> Firefighters <input type="checkbox"/> Community Fire Unit Members <input type="checkbox"/> Administrative and Trades Staff <input type="checkbox"/> Contractors and Consultants
Status	Draft
Security	For Official Use Only
File Reference	NFB/[File no.]
Review Date	[Select date – usually 1 year from date of issue]
Rescinds	[List any documents rescinded by this policy]
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7.3 Revision history

Version	Date	Status	HPE RM Ref	Details
1 Draft 1	25/06/2021	Draft	[Record no.]	[Enter details]