



SYDNEY TRAMWAY MUSEUM

RAIL SAFETY WORKER HEALTH RECORDS MANAGEMENT PROCEDURE

JANUARY 2008

SYDNEY TRAMWAY MUSEUM

Document Control Record

1. Document Details:

Name: RSW Health Records Management Procedure

Number: STM 6035

Version Number: 1.0

Document Status: Working Draft

Approved for Issue

Archived

Next Scheduled Review Date:

2. Version History:

Version Number	Date	Reason/Comments
1.0	31/10/06	Initial draft
1.1	27/01/08	Modified responsibilities

Approved by **Signature & Date**

3. Distribution List

Position	Date	Copy Issued to (Yes/No)	Copy No.	Received
Rail Safety Manager		Y	1	

SYDNEY TRAMWAY MUSEUM

RAIL SAFETY WORKER HEALTH RECORDS MANAGEMENT PROCEDURE

PURPOSE

To ensure that the management of the Sydney Tramway Museum applies the Privacy Policy to the management of and access to any health records which may be held by the Museum.

All health records are to be kept in compliance with the Health Records and Information Privacy Act 2002

SCOPE

This procedure applies to all prospective volunteers and employees, current volunteers and employees of the Sydney Tramway Museum.

RESPONSIBILITIES

It is the responsibility of any person who comes into the possession of any health record to forward the record to the Health Assessment Manager in a sealed envelope marked "Confidential". Officers in Charge and other executives are to ensure that if any records are handed to them this procedure is followed.

The Health Assessment Manager is responsible to ensure that all personnel records including medical records are to be held in a secure place and that any access to that record is in compliance with the Museum's Privacy Policy and the Health Records and Information Privacy Act 2002.

ACCESS TO RECORDS

Under the Museum's Privacy Policy any member has a right to obtain a copy of his/her personal health records which may be held by the Museum.