



SYDNEY TRAMWAY MUSEUM

POSITION DESCRIPTION FOR HEALTH ASSESSMENT MANAGER

MAY 2020

Document Control Record

1. Document Details:

Name: Position Description for Health Assessment Manager

Number: STM047

Version Number: 1.01

Document Status: Working Draft

Approved for Issue

Archived

Next Scheduled Review Date:

2. Version History:

Version Number	Date	Reason/Comments
1.0	7/05/2020	Initial draft
1.1	28/5/2020	Modified responsibilities

Approved by **Signature & Date**

3. Distribution List

Position	Date	Location of Documents
Rail Safety Manager		Original held on GOOGLE secure Website
STM WEB SITE		Updated regularly and put onto the STM Web site.
STM Office		STM Office Computer
STM Office		STM Office cupboard

SYDNEY TRAMWAY MUSEUM

POSITION DESCRIPTION

Position title

Business Unit

Health Assessment Manager

Management

General

Ensuring workers have their medicals when required and engaging suitable health professionals to carry out the health assessments.

The main responsibilities and duties of this position are:

- Produce a timetable of periodic health assessment due dates for presentation to the Board of Directors.
- Ensuring that all personnel health 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
- Communicates and liaise with the Board, Operations Manager, Infrastructure Manager, Tramcar Maintenance/Workshop Manager, Traffic Manager, Officers-in-charge, Roster Clerk and Traffic staff.

Main Responsibilities of the position

The specific responsibilities are:

- a) To identify and appoint suitably qualified health professionals to carry out health assessments. Also to arrange for the appointed health professionals to be given a briefing on STM operations and a tour of the Museum's facilities before they undertake health assessments. (*STM6015*);
- b) To maintain the Health Assessment Database and ensure that workers have health assessments, reflecting the highest category of rail safety tasks they do, in a timely manner;
- c) To liaise, where indicated by health assessments, with the RSM so that the RSM can ensure that practical tests are undertaken, tasks are modified, conditions of work are implemented or alternative duties are arranged;~~To ensure, where indicated by health assessments, liaising with the RSM so that the RSM can ensure that practical tests are undertaken, tasks are modified, conditions of work are implemented or alternative duties are arranged;~~
- d) Where another rail organisation has initiated a periodic or triggered health assessment for a worker the Health Assessment Manager accepts the other rail organisation's health assessment provided that organisation is specified on the List of Acceptable Rail Organisations for Portability of Health Assessment Purposes. When the rail organisation is not on the List of Acceptable Rail Organisations and Museums for Portability of Health Assessment Purposes the Health Assessment Manager refers the case to the Rail Safety Management Team for decision;
- e) To issue the relevant Health Assessment forms to the rail safety worker. (*STM6015*);

Qualifications and Experience

Members:

- Who is 18 years of age or older;
- Must be able to read and communicate clearly in English;
- Financial member or friend of the Museum; and
- The ability to keep confidential any details of health issues or matters that workers and or doctors may disclose.

APPROVED

NAME

DATE

SIGNATURE