

Pre-Employment Screening Policy

Boske Road Transport (BRT) has a duty to provide a safe working environment for all employees and clients. Employers may be deemed accountable where reasonable measures to minimise potential risks have not been put in place.

Pre-employment screening may be used to screen prospective employees for particular jobs for a medical condition, criminal record or conviction which may place Boske Road Transport, it's clients, employees and/or the public at risk.

Pre-employment assessments will be conducted in a manner that is fair and consistent, ensuring compliance with legislation, equal opportunity and anti-discrimination legislation.

Boske Road Transport acknowledges the importance of ensuring all employees are provided with a safe and secure workplace and is committed to promoting an ethical and professional work environment.

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Purpose

To outline the criteria for pre–employment screening assessments that may be applicable as part of Boske Road Transport’s recruitment process.

Scope

This procedure applies to all Boske Road Transport employees regardless of their role.

Responsibilities

Directors, General Managers will:

- Ensure these procedures are implemented and complied with including an appropriate testing regime

Managers will:

- Continuously monitor the health, wellbeing and fatigue status of the personnel they manage, as part of their overall performance monitoring process
- Encourage employees and contractors to notify Management if they suspect a person engaged with BRT is unable to safely perform their job due to the effects of alcohol or drugs or have otherwise breached the requirements of this procedure.

Employees will:

- Not be impaired by alcohol and / or under the influence of illicit drugs while performing any work or services for Boske Road Transport
- Ensure that they can remain fit and able to carry out the role as much as reasonably practicable

Prospective Employees will:

- Participate fully in the pre-employment medical assessment

Human Resources will:

- Review this procedure every two years or as legislative or other changes may require
- Identify and select resources that can assist with the requirements of this procedure and work with Management to ensure these resources are reasonably accessible and provide satisfactory service
- Ensure that pre-employment screening is conducted consistently and in a non-discriminatory manner

Boske Road Transport will not employ an applicant to an identified position who does not consent to pre-employment screening.

Pre-employment screening information is not to be used for any other purposes other than the purpose of the recruitment process.

RELATED DOCUMENTS

Primary

- Nil

Secondary

- Anti-Discrimination Act 1991
- Australian Federal Police Act 1979 (Cwth)
- Australian Human Rights Commission Act 1986 (Cwth)
- Crimes Act 1914 (Cwth)
- Criminal Code Act 1899
- Criminal Law (Rehabilitation of Offenders) Act 1986
- Disability Discrimination Act 1992 (Cwth)
- Equal Employment Opportunity (Commonwealth Authorities) Act 1987 (Cwth)
- Information Privacy Act 2009
- Work Health and Safety Act 2011
- Workers' Compensation and Rehabilitation Act 2003

PRE-EMPLOYMENT SCREENING

Pre-employment screenings are assessments that may be undertaken by Boske Road Transport in assessing the preferred applicant's suitability for a position. These may be necessary to assess the suitability of applicant/s who are either external to BRT or internal applicants who are applying for other roles within the organisation.

Assessments may include, but not limited to:

- Criminal history check
- Drug and alcohol test
- Right to work in Australia check, and/or
- Functional capacity evaluation screening.

Boske Road Transport uses pre-employment screenings to ensure that the recruitment and selection processes do not result in the engagement of an applicant who:

- Has a criminal history that would prejudice safe and proper BRT's operations
- Doesn't have a right to work in Australia
- Has pre-existing injuries or medical conditions that may impact on the applicant's ability to meet the requirement of the position
- Is unable to perform the inherent physical demands of a position, and/or
- May pose a risk to BRT's commitment to maintaining a safe and efficient working environment

Criminal History Check

A National Criminal History Check is a process undertaken by the relevant state/territory police or the Australian Federal Police (for the ACT), which reveals whether a person has

been charged with and/or convicted of a criminal offence which has not been removed from their record under a spent conviction scheme. Police jurisdictions then provide a NPC detailing any criminal offences, with the exception of any spent convictions.

Drug and Alcohol Test

A pre-employment drug and alcohol test is necessary to assess the suitability of applicant/s who are not currently employed by Boske Road Transport.

Right to Work in Australia

Boske Road Transport is obliged to ensure illegal workers are not employed. Right to Work in Australia checks will be completed as required.

Functional Capacity Evaluation Screening

Functional Capacity Evaluation (FCE) screening helps to ensure that a position will not cause or aggravate an existing injury or disease for an applicant. It may be used as one of several factors to determine the most suitable applicant to place in a specific position. The screening will be entirely relevant to the specific position requirements and any legislative obligations pertaining to specific categories of work and should be considered along with the interview, reference checks and management approval.

Employment cannot be refused to an applicant with a disability or impairment on the basis of a screening that discloses a disability or impairment unrelated to adequate performance of the position.

Genuine occupational requirements need to be accurately identified and considered 'reasonable' (i.e. majority of current and potential employees meet the genuine occupational requirements).

Confidentiality and Documentation

Council will ensure that all records relating to pre-employment screening are maintained in a secure environment.