



MEDICAL EXAMINATION POLICY

Resolution number : 47/05/2015

Approval date : 28th MAY 2015

This policy shall remain effective until such time approved by council otherwise by council and may be reviewed on earlier date should any need arises.

1. SCOPE

This policy applies to all the employees of Ramotshere Moiloa Local Municipality. This will be read in conjunction with Ramotshere Moiloa Local Municipality Employment Equity Policy.

2. OBJECTIVE

Legislative framework:

- Employment Equity Act;
- Ramotshere Moiloa Local Municipality Employment Equity Plan;
- Labour Relations Act;
- Constitution of the Republic of South Africa, Act No 106 of 1996;
- Basic Condition of Employment Act

The objective of this policy is to outline guidelines for medical testing of Ramotshere Moiloa Local Municipality employees.

3. POLICY

- 3.1 Medical examination may be necessary in cases where the requirements of the job require an employee to be in a certain physical condition to be able to conduct their duties effectively (e.g driver who may need to have their eyesight tested). The cost of such an examination will be borne by the Ramotshere Moiloa Local Municipality. There should be regular medical check-ups for those employees who are exposed to toxic substances whilst performing their duties, for example, employees at water treatment plant and road patching's.
- 3.2 Should an employee wish to have their own medical practitioners present at the time of the examination, they are free to do so at own cost. However, Ramotshere Moiloa Local Municipality will prescribe a form on which the report of the medical practitioners is to be submitted.
- 3.3 Employees will be advised to complete a medical history record card during induction. This will not be compulsory, but employees are encouraged to volunteer medical information that they feel will be beneficial for fellow employees to know. A medical examination will not be required. Should an employee be epileptic, disclosure of such information

would be beneficial to both the employee and Ramotshere Moiloa Local Municipality.

- 3.4 Material misrepresentation of any health aspect by the applicant for any job opportunity, may result in disciplinary action being taken against the offending employee. The Ramotshere Moiloa Local Municipality access to information produced by the medical examination is restricted by the normal conditions for medical confidentiality. The medical reports will be retained by the medical practitioner, and not be kept on Ramotshere Moiloa Local Municipality.
- 3.5 Ramotshere Moiloa Local Municipality will not deny a person employment based on the applicant's state of health, unless their health can be shown to have a direct influence on the performance of duties associated with the job(this would include a health safety risk).
- 3.6 A decision must be specific to the requirements of the job, if an applicant is refused appointment to a job on health grounds, this should in no way influence their possible appointment to another position with a different occupational health risk profile. A decision on the appointment of an employee to a job should only be influenced by the effect their health condition may have on the health and safety of themselves, as well as the conditions influence on the performance of their tasks and responsibilities.

AUTHORITY

Formulation policy:

Director Corporate Services

Authorisation policy:

Council

Ownership & maintenance manager:

Human Resource Manager

DATED ON THIS THE 28th MAY 2015 AT RAMOTSHERE MOILOA LOCAL MUNICIPALITY.



Speaker of Ramotshere Moiloa Local Municipality