

CHAPTER SEVEN: STAFF QUALIFICATIONS

Staff Qualifications	Health Assessments and Immunizations
Revised: September 2017	Policy: 7.4 Human Resources Policy Number: 2.2

Purpose

To ensure that the health of all employees of North Hastings Children's Services meets the requirements of their job responsibilities. This assessment allows licensees and staff/students on educational placements and volunteers to take appropriate measures to prevent the spread of infection and disease.

Policy

All employees, students on educational placements and volunteers will be required to have a health assessment and up to date immunizations before the commencement of employment and subsequently if requested by the Executive Director.

Procedures

Health Assessment

- 1.0 All employees, students on educational placements and volunteers will be requested to have a certified health practitioner complete a Health Assessment Form.
- 2.0 The Executive Director may request a subsequent health assessment in cases where an employee's health appears to be influencing their job performance.
- 3.0 Refusal to provide a health assessment will be regarded as insubordination.

Immunizations

All employees, students on educational placements and volunteers will be requested to have a copy of their immunization records prior to employment. The staff files must include immunization records.

Or

The required approved form by the Minister has been completed and kept in the staff file for objections and medical reasons for no immunization record in the staff file.

The approved English form by the Minister for personal objections is:
Statement of Conscience or Religious Belief form

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The approved English form by the Minister for medical exemptions is:
Statement of Medical Exemption Form

For staff who were employed prior to August 29, 2016 and do not have either a written objection to immunization based on religious or conscience grounds or written documentation from a doctor or nurse practitioner providing medical reasons as to why the staff should not be immunized, the staff file will need to include a completed approved form by the Minister for objections and medical reasons for no immunization record.