

---

## EMPLOYEE HEALTH RECORDS – HR-IX-2

---

### POLICY:

The Coordinator, Health and Safety will establish a health record on each employee of OPTIONS NORTHWEST. This record will be kept in a locked cabinet accessible to the authorized Human Resources personnel only. All information will be confidential.

The Director, Human Resources will hold the health record file for all Directors and the Executive Director. These records will be kept in a locked cabinet accessible to the Coordinator, Health and Safety only when required.

### PURPOSE:

1. To maintain a record of health information to:
  - a. ensure compliance with legislative standards,
  - b. to support entitlement to benefits, and
  - c. to assist with workplace job performance concerns related to health issues.

### PROCEDURE:

1. The health record shall consist of:
  - a. pre-employment health assessment
  - b. immunization record
  - c. general health related correspondence/documentation i.e. doctor's certificates.
2. Periodic reviews/evaluations of records will be carried out to determine whether they are current, necessary and effective.
3. No employee health information will be released to any third party without the written consent of the employee. Follow the procedure outlined in Guidelines for Release of Medical Information – HR-IX-1.

**RECOMMENDED BY:** Director, Human Resources

**APPENDICES:** 0

**OPERATIONAL ACCOUNTABILITY:** Administration, Human Resources

**ORIGINAL POLICY DATE:** January 1993

**AUTHORIZED BY:** Executive Director

**SIGNATURE:**

