

# Worker health checks

## Guidelines for employers

### Working towards better health

WorkHealth is a program designed to improve the health and wellbeing of all Victorian workers.

An important part of WorkHealth is making voluntary health checks available to workers, free of charge to them, and conveniently at their place of work.

This process requires the participation and support of employers like you. These guidelines will provide you as an employer with all the information you need to apply for health checks for your workers.

### What are worker health checks?

A health professional visits your workplace to conduct health checks. Each worker's health check takes about 15-20 minutes and is completely confidential. During the health check participating workers will:

- complete a short questionnaire
- have their waist circumference, blood cholesterol, blood pressure and blood sugar measured
- receive prompt information and advice based on their results

Worker health checks look at factors that impact on personal health such as diet, exercise, smoking and alcohol consumption.

By participating in health checks, workers get to learn more about the state of their health, particularly their risk of heart disease and type 2 diabetes. Workers found at high risk of developing type 2 diabetes and cardiovascular disease as a result of their health check will be able to access a range of lifestyle based intervention programs.

### What are the benefits of worker health checks?

Early intervention can make all the difference to a worker's personal health and productivity in the workforce. Benefits of providing health checks include:

- they're fast and they happen in the workplace
- they encourage workers to learn about the state of their health and recommend actions that are easy and practical to implement
- they give employers the chance to kick-start health and wellbeing programs in the workplace

### Who can apply for health checks?

Workers will have the opportunity to receive a health check through the participation of their employer. All of Victoria's 2.6 million workers defined as employees, contractors, apprentices or trainees are eligible to participate in worker health checks.

As an employer, you are eligible to apply for health checks if you are a Victorian business or have Victorian based operations and pay a WorkSafe Injury Insurance premium, or are an approved WorkSafe self-insurer.

### Ineligible employers

Employers who are ineligible to apply for worker health checks are:

- registered with Comcare;
- unable to take out a WorkSafe insurance policy; or
- operating wholly outside of the state of Victoria.

### How will health checks be delivered?

WorkHealth has an endorsed network of service providers to deliver worker health checks in workplaces throughout Victoria.

Service providers have been endorsed based on their ability and experience in providing high quality health check services to employers.

WorkSafe will only reimburse health checks delivered by an endorsed service provider.

Participating employers will need to enter into a contractual arrangement directly with an endorsed service provider for the delivery of worker health checks. The contract may specify price, cancellation policies, worker non-attendance, invoicing and access to premises and workers.

Your organisation will be able to request additional services — for example skin checks for skin cancer, and can negotiate this independently with the endorsed service provider.

You will be required to pay for any additional services offered and must ensure that workers are clearly informed that these additional services are being provided independent of WorkSafe.

### How will health checks be funded?

Organisations with an annual remuneration of less than \$10 million will be fully reimbursed for the costs of health checks, meaning they are free. WorkSafe will select a suitable endorsed service provider on the employer's behalf.

For organisations with an annual remuneration of \$10 million or above WorkSafe will reimburse \$30 per worker (plus GST) towards the total cost of health checks. A WorkSafe representative will contact you to assist with the selection of a suitable endorsed service provider.

Your organisation will be asked to identify total rateable remuneration on the health check application form (Australia wide if your organisation operates across state boundaries). WorkSafe defines rateable remuneration as the gross amount paid to workers before tax, including:

- gross wages and salaries (including overtime and loading)
- bonuses and commissions
- allowances
- fringe benefits (identified in the *Fringe Benefits Tax Assessment Act 1986*);
- any superannuation contributions

As part of the application process, you will be asked to provide the total number of workers in your organisation, the number of worksites to be serviced by worker health checks, and the number of workers estimated to participate in worker health checks for each site.

WorkSafe will determine the maximum amount eligible to be funded, track payments against your maximum funding allocation and notify your organisation when your limit has been reached or if any discrepancies are found.

### How is my organisation reimbursed?

The endorsed service provider will invoice your organisation for the cost of the completed worker health checks. It is recommended that your organisation pays the invoice at this stage.

#### If your organisation has an annual remuneration of less than \$10million you will be required to:

- a) generate a tax invoice to WorkSafe for the cost of worker health checks, and attach the activity report that is provided by the endorsed service provider;
- b) WorkSafe will pay the invoice to your organisation within 14 days;
- c) if at this point, the endorsed service provider invoice is outstanding, your organisation will be required to finalise payment with the endorsed service provider.

#### If your organisation has an annual remuneration of more than \$10million you will be required to:

- a) firstly, calculate your reimbursement entitlement. Do this by multiplying the total number of workers who received worker health checks by \$30 (plus GST).
- b) generate and forward a tax invoice for your reimbursement entitlement to WorkSafe and attach the activity report that is provided by the endorsed service provider.
- c) the remaining balance of the endorsed service provider invoice represents the amount your organisation is required to contribute towards the cost of worker health checks.
- d) WorkSafe will pay your reimbursement entitlement to your organisation within 14 days.
- e) if at this point, the endorsed service provider invoice is outstanding, your organisation will be required to finalise payment with the endorsed service provider.

### Privacy of information for employers and workers

Privacy and confidentiality of workers and employers is protected both in the way in which health checks are undertaken and the way health information is collected and used. Any information that allows individual workers to be identified will not be provided to your organisation. It is unlawful for employers to discriminate against workers on health grounds and this will be strongly reinforced throughout the program. All health data will remain strictly confidential between the worker and health professionals.

If an organisation has more than 50 workers participating in health checks, your organisation will be given the option to receive a feedback profile which provides details on the overall health of the workforce. The type of information in this report could, for example, include that 30 per cent of the workforce are smokers.

Your organisation can use this information when introducing or expanding workplace activities aimed at improving worker health and wellbeing. If you don't want to receive this report you should let your service provider know. WorkSafe recommends that larger workplaces that choose to receive an employer feedback report should share the feedback from the report with workers (for example, with a Health and Wellness Committee).

## Apply for health checks

Apply now using the downloadable application form available from [workhealth.vic.gov.au](http://workhealth.vic.gov.au)

### Contact us

#### By phone

For general enquiries contact our Advisory Service on (03) 9641 1444 or 1800 136 089 (toll free)

#### By mail

Applications can be submitted to:  
WorkHealth Applications  
WorkSafe Victoria, GPO Box 4306  
Melbourne Vic 3001

#### Online

If you would like to contact us by email [info@workhealth.vic.gov.au](mailto:info@workhealth.vic.gov.au)

**Help keep Victorian workers safe and well. Support your workers and host worker health checks at your workplace.**