



# Investigating health concerns (non-communicable diseases) at department workplaces

## Data collection guideline

This guideline has been developed to assist Officers in Charge of Department of Education (DoE) workplaces (e.g. principals) to support staff with health concerns related to non-communicable diseases through the provision and collection of relevant information.

Queensland Health (QH) supports DoE during this process and relevant staff information will help inform QH advice to the department. Detailed information is available in the DoE-QH Working Agreement at: <http://education.qld.gov.au/health/research/pdfs/working-agreement.pdf>

Principals or Officers in Charge can use the following sections to assist with data collection and collation:

- Section 1:** Use this section to guide the collection of information from individuals
- Section 2:** Collate information provided by individuals using this table
- Section 3:** A summary of workplace information and staff concerns to be provided to QH.

The Officer in Charge should discuss the data collection process individually with employees who have raised concerns to ensure they understand the process and the reason for the data collection.

Information is to be collected from existing employees at the department workplace where concerns have been raised. Information from past employees or the community is not required. Queensland Health (QH) will advise if a broader assessment is recommended.

Respecting the confidential nature of individuals' health information is an important part of managing this process. It is appropriate to inform the broader staff group, e.g. in a staff meeting, that health concerns have been raised at a workplace and of the process that is being implemented to address concerns. Prior to this, it is preferable that a discussion is undertaken with those staff members who have raised health concerns to determine the best way to provide general information and respect individuals' requests for privacy on health issues.

### The role of the Officer in Charge of the workplace (e.g. principal or director) is to:

1. Liaise with the Regional Office (for schools and regional office workplaces) or Organisational Health (corporate office) to **nominate the Cluster Manager**.
  - The Cluster Manager will coordinate and oversee the DoE response, and liaise between the workplace, DoE Regional and Central Offices, Queensland Health (QH) and other parties.
  - Regions workplaces can liaise with Organisational Health for further advice regarding the process if necessary.



2. **Collect relevant information from individual staff** using Section 1 and summarise into Section 2.
  - QH has three phases of data collection; initial, secondary and enhanced.
  - The collection of information is to determine what steps need to be taken; it does not mean that a formal assessment will be undertaken or that there is a 'cluster' of cases.
  - Completion of sections 1, 2 and 3 by DoE will satisfy both the initial and secondary phases of QH data collection and minimise the need for multiple requests for information from staff.
  - However, should QH recommend further stages of assessment, more detailed information may be requested.
3. **Complete Section 3** and provide Section 3 to the Cluster Manager for discussion with QH.
  - Section 3 provides initial 'pre-assessment' information to QH to determine if further steps are required; for example progression to a formal assessment stage.
  - If requested by Cluster Manager or QH, provide sections 1 and 2.
4. **Discuss with the Cluster Manager** the possible options to address the concerns, including:
  - the provision of relevant health information material, such as QH fact sheets
  - the conduct of an information session for concerned staff at the site
  - the scientific or community needs for further epidemiological and/or environmental site assessment.
5. **Provide staff with QH fact sheets** for their review
  - <http://education.qld.gov.au/health/research/index.html>
6. Invite staff to discuss their concerns again after reading the fact sheets.

# Investigating Health Concerns (non-communicable diseases) at department workplaces

## Department Data Collection for Health Concerns - Questionnaire for individuals

## Section 1

**Privacy Notice:** The Department of Education (DoE) is collecting this information to assist in the management of health concerns raised at this workplace. The information will be managed by the Officer in Charge of this workplace and may be shared with the Cluster Manager and QH staff if required to assist in the assessment of health concerns as per the [Queensland Health and DoE Working Agreement for the Assessment of Clusters of Non-communicable Disease](#). Information may also be discussed with Regional/Institute or Central Office Organisational Health employees. An employee's information will not be given to any other person or agency unless authorised by the employee or required by law.

This information will be provided in a summarised form to Queensland Health (QH) to determine appropriate steps to take to address health concerns at the workplace. If requested by QH, your detailed responses may be provided to assess the incidence of the health concerns raised at this workplace. The purpose of a Queensland Health assessment is to determine whether, based on the most current information available about cancer (for example), the reported number of cases is significantly higher than expected based on the incidence rates in Queensland.

If you have any concerns about completing this form please discuss this with your principal or manager.

### Individual

Name (optional)		
Date of Birth		
Sex		
Employment at this workplace	Start date	
	Finish date (if relevant)	
	Current position (role)	
	Specific location of work <i>e.g. library</i>	
Diagnosis <i>- e.g. cancer type</i>		
Date of diagnosis <i>- e.g. month and year</i>		
Smoker	Yes / No	
Any environmental concerns or your thoughts on the causes of the disease?		





## Workplace Summary – Health Concerns

## Section 3

### Cluster Manager (e.g. regional office contact)

Cluster Manager - <i>liaison between the workplace and Queensland Health</i>	
Position	
Contact details	

### Principal or Officer in Charge of Workplace

Workplace contact - <i>if not Cluster Manager</i>	
Position	
Contact details	

### Workplace

Workplace - <i>e.g. school name</i>	
Address - <i>street address including town/ suburb and post code</i>	
Specific Location of concern - <i>e.g. block or building</i>	
Average number of employees (current) - <i>male</i> - <i>female</i>	
Perceived risks/exposures - <i>gathered from staff</i>	

### Complete the following information about the workplace if known

Site History - <i>e.g. previously farming land, reclaimed land</i>	
Years workplace has operated (current use)	
Staff numbers employed at site over relevant time period - <i>from first diagnosis date (provided by staff)</i>	

### Collated information from individual questionnaires

Condition of concern - <i>general description e.g. cancer</i>							
Number of cases at workplace - <i>collated total</i>							
Number of cases by disease type	<table border="1"> <thead> <tr> <th>Name of disease</th> <th>Number of cases</th> </tr> </thead> <tbody> <tr> <td><i>e.g. - breast cancer</i></td> <td>2</td> </tr> <tr> <td><i>- brain cancer</i></td> <td>1</td> </tr> </tbody> </table>	Name of disease	Number of cases	<i>e.g. - breast cancer</i>	2	<i>- brain cancer</i>	1
Name of disease	Number of cases						
<i>e.g. - breast cancer</i>	2						
<i>- brain cancer</i>	1						

### Other information

<i>Other members of the school community may have reported health concerns, for example parent volunteers or previous staff. Please provide the number of other individuals who have raised concerns.</i>
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