



OCCUPATIONAL HEALTH & SAFETY SERVICES

30 The Queensway
Sunnyside West, Room 204
Toronto, Ontario, M6R 1B5
Tel: 416-530-6531 Fax: 416-530-6733

PRE-EMPLOYMENT INSTRUCTIONS

Welcome to St. Joseph's Health Centre. For your protection and to ensure the safety of our patients and staff, all new employees are required to successfully complete all 3 steps of the pre-employment process. The pre-employment process complies with the Public Hospitals Act (Regulation 965, Section 4) the Ontario Medical Association/Ontario Hospital Association Communicable Disease Surveillance Protocols and Health Centre policy. Please read the following instructions carefully.

Step 1

Please have your physician, current employer's occupational health nurse and/or college or university student health service fully complete the Employee Tuberculin Testing form. This form is to be returned to Occupational Health & Safety Services one week prior to your start date. If the form is not received within this time frame Human Resources may change your start date, as you have not been cleared to start employment.

Completed

Step 2

Occupational Health & Safety Services will contact you once to schedule an Occupational Health Assessment appointment. Alternatively, you may report directly to OH&SS or contact us via telephone to schedule an appointment. The assessment is to be completed prior to your start date. Human Resources will be notified of non-compliance.

Completed

Step 3

Arrive on time to your scheduled Occupational Health Assessment. Completion of the assessment may include, N95 respirator fit testing and blood work for Rubella, Rubeola, Varicella and Hepatitis B antibodies. N95 respirator fit testing requires males to be clean-shaven in areas where the respirator meets or seals to the face. No beards, long moustaches or goatees will be permitted. If you have previously completed the above-mentioned tests, please bring supporting documentation to your appointment.

Completed

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EMPLOYEE TUBERCULIN TESTING

PART I - EMPLOYEE TO COMPLETE (PLEASE PRINT)

Name: _____

Address: _____

City: _____ Postal Code: _____

Home Phone: _____ Cell Phone: _____

Position: _____ Manager: _____

I agree to release the following Employee Immunization Record to Occupational Health & Safety Services at St. Joseph's Health Centre (SJHC).

Employee Signature: _____

Date: _____

PART II - PHYSICIAN AND/OR OCCUPATIONAL HEALTH NURSE TO COMPLETE

5TU PPD (MANTOUX) TB TEST GUIDELINES

1. A 2-step TB test is required
2. If the first TB test is negative, a 2nd test must be administered 7 to 28 days after the 1st test
3. An annual TB test is required if a documented 2-step is provided. This test must be completed within 4 weeks prior to starting employment at the Health Centre
4. All TB tests must be read 48 to 72 hours after administration
5. All results must be documented in millimetres (mm) of induration

TB Test	Date Administered (D/M/Y)	Date Read (D/M/Y)	Induration
1st Step			mm
2nd Step			mm
Annual			mm

CHEST X-RAY GUIDELINES

1. A positive TB test requires a chest x-ray within the previous 12 months of start date.

X-Ray	Date (D/M/Y)	Result

Completed by:

Physician/OHN: (Please print) _____

Signature: _____ Date: _____

Phone #: _____