

Workday Health Monitoring System – FAQs

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QUESTIONS	ANSWERS – WORKDAY HEALTH MONITORING
What is the purpose of the new Workday Health Monitoring project?	The purpose of the Workday Health Monitoring System is to decommission the existing Health Surveillance System and leverage our existing Workday platform to achieve Health Safety Wellness (HSW) systems alignment and improved functionality, integration and reporting. The Workday platform is UQ's HR system used by all paid and unpaid staff. Workday enables end-users: • single sign-on to a safe and secure location • live and accurate staff data in a centralised location mitigating the need for system integration • the ability to monitor health surveillance compliance via quality reporting within Workday and via UQ Reportal • the ability to configure due dates, notifications and reminders • ability to safely record personal medical documentation e.g. medical test results • the ability to configure (internal UQ) approval workflows • the ability to access relevant HSW Policy and Guidelines within messages • to record medical consent required. • To have their medical records only accessible by them and the UQ Occupational Health Team. • to archive records for the life of the system for future reference. From a business perspective, the Health Safety Wellness (HSW) IT Systems Uplift Program commenced in 2022 to identify, consolidate, integrate and/or replace existing systems within our current HSW virtual ecosystem. Since November 2022, the HSW IT Systems Uplift Steering Committee has prioritised seven discrete components and deliverables to future proof our HSW virtual landscape. The Workday Health Monitoring system upgrade is one of seven discrete but important projects. For an overview on the uplift program, please visit HSW IT Systems Uplift Program - Current staff - University of Queensland (uq.edu.au)

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What is the impact of replacing the old Health Surveillance System?	Decommissioning the old Health Surveillance System and implementing Workday Health Monitoring is necessary to: ✓ save time with automating manual tasks ✓ improve access to quality data for integrated decision-making ✓ enable more intuitive navigation and reporting (especially useful for supervisors) enhance user experience with the new Workday interface - UQ's existing HR system used by all paid and unpaid staff in the UQ community. To mitigate end-user disruption, a 'soft go-live' will involve a smaller group of end-users (key HSW personnel and supervisors of staff undergoing health monitoring) using Workday for Health Monitoring. The soft go-live phase allows for a smooth transition and minimal impact of any unforeseen transition problems. This phase will be used to test Workday's functionality for health monitoring, identify and resolve issues, and gather further feedback from users. The Occupational Health Nurse Advisor (OHNA) is a key resource in helping to sustain the change in Workday Health Monitoring and will be available via ✉ ohna@uq.edu.au Tel (07) 33652365.
What is the scope of current health monitoring testing groups under the new Workday Health Monitoring System?	At UQ we monitor the health of workers at significant ongoing risk of exposure to certain physical, biological or chemical hazards to detect any early changes in their health status resulting from the effects of that hazard. The aim is to: • detect early signs of possible exposure to the hazard, • inform on effectiveness of exposure controls, and • inform on whether new or more effective controls should be applied. It may also be necessary where a person has had an acute exposure to these hazards. Health monitoring can only be instigated where a valid health monitoring procedure is available. The main types of health monitoring conducted at UQ are in relation to: • Hazardous noise • Chemicals and dust • Microorganisms • Coal mine, mineral mine and quarry dust • Lab animal allergens • Bacteria causing Tuberculosis • Acute exposure monitoring • Other Health monitoring may be required when a staff member is required to use respiratory protective equipment for the first time.

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Who is impacted by the introduction of Workday Health Monitoring?	This upgrade will impact all users involved in UQ's Health Monitoring process. We are moving from predominantly manual processes to workflow automation in UQ's HR system - Workday. End-users will be required to embrace the Workday platform and three new workflows to conduct Health Monitoring at UQ. The Occupational Health Nurse Advisor (OHNA) and Supervisors (of employees or Higher Degree Researchers under monitoring) will learn how to use the new workflows via a series of online training material, lunch and learn sessions. Enhancing user proficiency in working with Workday, including responding to Workday notifications and actioning tasks, will help support and sustain the change to Workday for Health Monitoring. The three workflows below will be socialised at via lunch and learn sessions and user-lead guides available via Systems Training Hub. The new workflows include: 1. Onboarding (initiated by supervisors, approved by the OHNA, participation consent secured by the employee) 2. Reassessment (initiated by supervisor, approved by the OHNA) 3. Off-boarding (termination) (initiated by supervisor, approved by the OHNA, off-boarding acknowledged by the employee). Supervisors are responsible for initiating health monitoring tests in Workday according to role requirements. For some hazards, the supervisor will be prompted in Workday to complete a <i>Health Monitoring Assessment Form</i> for the worker or HDR student. Where a form is required, it must be completed for each worker requiring the related health monitoring. Further information on these forms is outlined below. Please visit Please visit Health monitoring - Current staff - University of Queensland (uq.edu.au) for links to the required forms. Required forms: • Hazardous Noise (Audiometric testing certificate) UQ Health Monitoring Assessment Form – Hazardous Noise • Chemicals and dust (Chemicals and dust certificate) UQ Health Monitoring Assessment form – chemical and dust • Biological organisms (Exposure to Microorganisms certificate) UQ Health Monitoring Assessment form – microorganisms

QUESTIONS	ANSWERS – WORKDAY HEALTH MONITORING
	No form is required for: • Coal Mine, Mineral Mine and Quarry certificate • Use of respiratory protective equipment (RPE) certificate • Lab Animal Allergy (LAA) certificate • Tuberculosis certificate • Acute exposure monitoring certificate • Other Once a request is initiated in Workday by the supervisor, the Occupational Health Nurse Advisor (OHNA) will review the request for Health Monitoring. If additional information is required, they will send the request back to the supervisor for amendments. Employees, however, are required to provide consent in Workday for initial onboarding and off-boarding health monitoring requests. Health Monitoring certificates, test details and medical documents are visible in Workday. Only Workers and the OHNA can view this confidential information. It is recommended that supervisors and employees liaise with their designated Work Health Safety Coordinator (WHSC) or the Occupational Health Nurse Advisor (OHNA) for any questions on health monitoring. Work Health Safety Coordinators (WHSC's) and HSW Managers will be informed about employees under health monitoring in their faculty / unit via automated Workday notifications, however they will not have access to any medical records. To keep across notifications, regular Workday login is recommended for WSCH's and Supervisors.
How do supervisors request health monitoring for an employee?	Health monitoring is requested via Workday by the supervisor of the worker. Please visit Health monitoring - Current staff - University of Queensland (uq.edu.au) for current information on how to request health monitoring for an employee. Once a request is initiated in Workday by the supervisor, the Occupational Health Nurse Advisor (OHNA) will review the request for Health Monitoring. If additional information is required, the OHNA will send the request back to the supervisor for amendments.
Where can I find training materials for the new Workday Health Monitoring workflows	Workday Health Monitoring User Guides - Systems Training Hub - University of Queensland (uq.edu.au) Systems / Human Resources / Workday / Specialist Guides

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I am new to UQ/changed roles/ have been promoted/ have new role responsibilities in current role that may require health monitoring. How do I ascertain my HSW responsibilities and do they involve Health Monitoring?	Supervisors are responsible for initiating health monitoring tests in Workday according to role requirements Supervisors can initiate health monitoring requests via Workday at any time during an employee's tenure at UQ. The Occupational Health Nurse Advisor (OHNA) works in the Health Safety and Wellness Division and can also provide guidance on your responsibilities. Please ✉ ohna@uq.edu.au Please visit the following websites for more information. Overview Visit Health monitoring - Current staff - University of Queensland (uq.edu.au) for an overview of your current health monitoring requirements. Training Visit for Staff and health and safety training and induction - Current staff - University of Queensland (uq.edu.au) for further information on HSW induction and training requirements. HSW Induction The current OHS Induction Checklist (uq.edu.au) also lists 60 items required by a new 'worker', their Supervisor and the Induction Officer.												
What are key project milestones I need to be aware of?	<table border="1"> <tr> <td>Dec 23 – Feb 2024</td><td>User acceptance testing (complete)</td></tr> <tr> <td>Dec 23 to March 24</td><td>Soft go-live*</td></tr> <tr> <td>March 2024</td><td>On-line training resources available</td></tr> <tr> <td>March 2024</td><td>Lunch n' Learn sessions</td></tr> <tr> <td>May 2024</td><td>Decommission old database</td></tr> <tr> <td>14 March 2024</td><td>Go Live (workflows live in Workday)</td></tr> </table> (*) A soft go-live involved a smaller group of end-users (key HSW personnel and supervisors monitoring employees) using Workday for Health Monitoring. This allowed for a smooth transition and minimal impact of any unforeseen transition problems. The soft go-live phase was used to test Workday's functionality for health monitoring, identify and resolve issues, and gather further feedback from users.	Dec 23 – Feb 2024	User acceptance testing (complete)	Dec 23 to March 24	Soft go-live*	March 2024	On-line training resources available	March 2024	Lunch n' Learn sessions	May 2024	Decommission old database	14 March 2024	Go Live (workflows live in Workday)
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Who do I contact for more information?	HSW contacts Occupational Nurse Health Advisor (OHNA) ✉ ohna@uq.edu.au Tel (07) 33652365 regarding the health monitoring process. ✉ hsw@uq.edu.au general HSW enquiries ✉ askhr@uq.edu.au employee centric enquiries												

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	Visit Health monitoring - Current staff - University of Queensland (uq.edu.au) for an overview of your current health monitoring requirements. Training material Workday - Systems Training Hub - University of Queensland (uq.edu.au) Systems / Human Resources / Workday / Specialist Guides HSW ITS Uplift Program – Project Team (now - 30 June 2024) ✉ hswuplift@uq.edu.au Tel (07) 3346 6276 HSW IT Systems Uplift Program - Current staff - University of Queensland (uq.edu.au)
What happens if I cannot access Workday?	Contact IT Support if you experience WORKDAY access issues ✉ help@its.uq.edu.au Remember Workday times out after five minutes of inactivity.