

Fitness for Work

Purpose

The purpose of this Procedure is to provide and promote a safe working environment by ensuring all employees are fit to perform their duties without putting themselves or others at risk by:

- Ensuring that an individual whose condition could place her / him "at risk" of causing a danger to self or others does not return to work until the individual is fit to return to employment and is provided optimum support and supervision to minimise future risks.
- Identifying impaired individuals and providing assistance in obtaining care and /or rehabilitation for impaired individuals
- Ensuring impaired individuals are fit for employment upon return to work

This procedure shall be read in conjunction with the other company documents referenced herein.

Scope

The procedure covers any and all issues that may impact on fitness for work including, but not limited to, fatigue, stress, physical wellbeing, medical issues, rehabilitation to work, drugs and alcohol.

This procedure applies to all Directors, employees and or contractors of the company.

Definitions

Drugs include, any prescription, non-prescription or illicit drugs which may create a potential for risk to an individual or others.

Signs of Unsafe/Impaired Behaviour - unsafe/impaired symptoms may include, but are not limited to, the following:

- a. Drowsiness or sleepiness
- b. Alcohol and/or drug odours on the breath
- c. Slurred or incoherent speech
- d. Confusion
- e. Aggressive behaviour
- f. Unexplained mood changes
- g. Lack of manual dexterity
- h. Lack of coordination
- i. Work related accidents or injuries where a reasonable suspicion of substance abuse exists
- j. Excessive carelessness
- k. Leaving work or work area(s) for extended periods or unexplained reasons

Roles & Responsibilities

Managers & Supervisors

Managers and supervisors are responsible for:

- a. Assessing any worker who appears to be, or has been reported as being, unfit for duty
- b. Following this procedure
- c. Discuss the concerns together with the person with the objective to identify resolution of those concerns, what support or assistance can be provided and the company's expectations.
- d. Seeking to discuss the issues of performance and safety with the objective of resolving the concerns.
- e. Requesting that the person provides medical advice in relation to fitness for work.
- f. Agreeing to action to resolve the concerns.

- g. Advising/instructing the person to take leave for a period (rest of day or more), and ensuring that the person is able to get home safely
- h. Maintaining accurate and confidential documentation of events

Employees & Contractors

Employees and contractors are responsible for:

- a. Not attending work in a manner which may put themselves or anyone else at risk
- b. Advising management of any condition or medication which may result in them being unfit for work
- c. Not attending work under the influence of drugs or alcohol
- d. Not driving motor vehicles, or operating plant or machinery while under the influence of drugs or alcohol.
- e. Reporting to their manager or supervisor if in their opinion any other worker may be unfit for work

Implementation

Identification of Personnel who are NOT “Fit for Work”

When it is evident or reported that a worker is identified as being unfit for work the manager or supervisor should, immediately inform their manager or supervisor and in conjunction with them:

- a. Assess the situation to determine whether prescribed or over the counter medication may be producing their behaviour.
- b. Assess work duties that may contribute to levels of stress or fatigue.
- c. Arrange for medical assessment.
- d. Arrange for testing of alcohol and/or other drugs, if appropriate.
- e. Arrange suitable transport home or to medical assessment, as required.
- f. Where practicable, obtain witness statement of incident involving affected worker.
- g. Inform worker they will be stood down from work pending a full investigation.

If it appears that the worker will need to leave the worksite, a medical certificate or similar must be produced prior to return to work.

The worker may access sick leave or similar entitlements for absences from work.

Should a worker refuse to comply with this procedure, arrange for the worker to be transported home. Arrange to see the worker the next day and follow normal disciplinary procedures. If you feel the worker is unfit to drive and they refuse transport, inform the Police immediately.

Disciplinary Action

Non-compliance with this policy, or failure to enforce its requirements, may result in disciplinary action being taken in accordance with the company's policies and procedures.

Confidentiality

Confidentiality is vital in promoting the effectiveness of the procedure and all reasonable efforts, consistent with company policies and procedures, safety and legal requirements must be made to maintain an individual's privacy.

Information relating to an Individual's fitness for work must be transmitted, used and stored in a confidential manner.