

Insert Company Logo

Fitness for Work Procedure

<Insert document number>

EHSQ Management Solutions

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1. PURPOSE

This procedure describes the processes used by <Insert Company Name> to ensure that individuals are fit for work whilst on its sites or offices. To meet these requirements, <Insert Company Name> will:

- provide training and education to employees and contractors to enable understanding of fitness for work issues, and understand their personal responsibilities;
- provide assistance through preventative, educational and rehabilitative measures to overcome problems that could impair an individual's fitness for work;
- ensure Fitness For Work (FFW) assessment are conducted consistently;
- Make informed decisions regarding hours of work, working arrangements and shift roster systems;
- ensure that employees who present with fit for work issues are managed in an effective, fair and constructive manner; and
- Promote a healthy lifestyle.

2. SCOPE

This procedure shall apply to all <Insert Company Name> employees, contractors, and visitors at <Insert Company Name> controlled workplaces. This procedure includes information regarding:

- defined responsibilities for managers and employees;
- drug and alcohol testing;
- fatigue management;
- health promotion;
- medical and physical fitness assessments;
- Employee Assistance Program (EAP);
- management of individuals who are unfit for work;
- training and awareness.

3. DEFINITIONS

Term	Definition
FFW	Fitness for work
BAC	Blood Alcohol Concentration, the means of measuring how much alcohol is in the blood.
EAP	Employee Assistance Program, A confidential counselling service made available to employees to assist them with a broad range of issues including those related to drugs and alcohol.
Call Out Situations	When individuals are called to work outside of their normal working hours to attend to emergencies or breakdowns. For example: Emergency Services Officers, Medical Personnel, Maintenance Personnel, IT Personnel and Managers.
Fatigue	The physical and/or mental exhaustion that can be triggered by insufficient or inadequate sleep, mental stress, physical exertion, medication, mental and physical illness or disease.
Night Shift	Any shift which includes work between the hours of 19:00 and 05:00.
Roster	The planned pattern of work and rest for an employee.
R&R	Rest and recuperation - rostered nonworking time.
Travel Time	Time taken to commute to and from the workplace (includes travel between work sites and any business-related travel).
Work Time	Period including Shift Time, Shift Handovers and Travel Time, and any overtime or additional time worked.

4. ACCOUNTABILITY AND RESPONSIBILITY

4.1 RESPONSIBILITIES OF MANAGERS AND SUPERVISORS

Managers and supervisors shall:

- ensure all individuals in their area of responsibility understand and comply with the requirements of this procedure;
- ensure this procedure is applied fairly and consistently;
- assess the fitness for work of individuals reporting to them at the start of, and throughout, the work period. In the situation where the supervisor believes an individual is not capable of working in a safe and effective manner, the supervisor is responsible for taking prompt and appropriate action;
- take prompt and appropriate action when an individual's fitness for work is compromised. In this situation, supervisors should:
 - intervene when an employee is displaying behaviours which indicate the individual is not fit for work;
 - provide effective feedback to the employee concerning their behaviours or symptoms'; and
 - assist the employee to access support and assistance such as the Employee Assistance Programme (EAP).

4.2 RESPONSIBILITIES OF EMPLOYEES AND CONTRACTORS

All employees and contractors shall:

- report for work in a fit condition in which they are able to carry out their duties without risk to themselves or others;
- notify their supervisor of any concerns about, or potential impairment of, their fitness for work or others (including fatigue);
- discuss with the prescribing medical practitioner or pharmacist the duties performed at work and assess any possible side effects of the prescribed/non-prescription medication which may impact on their safety or performance at work;
- notify their supervisor and medical centre staff of any medication they are taking which could affect their safety or performance at work, and take any medication strictly in accordance with the medical practitioner's or manufacturer's recommendations. Report any side effects that may impact on their safety or performance at work to their medical practitioner and their supervisor.

5. PROCEDURE

In meeting its obligations <insert company name> shall, prior to and during employment, assess the fitness for work of individuals at all its operational sites and offices.

5.1 DRUG AND ALCOHOL TESTING

It is a condition of employment for all employees, contractors and visitors to submit to testing. Testing for the presence of alcohol and other substances will be according to the levels specified by the Australian Standard 4308:2008: Procedures for the Collection, Detection and Quantification of Drugs of Abuse in Urine.

Testing methods include:

- pre-employment;
- Daily alcohol testing;
- self-testing;
- post incident;
- reasonable cause;