**Fit for Work Policy**

# Purpose

Company Name (‘short name’) values the safety of its employees, this procedure outlines the commitment to providing and maintaining a safe and healthy working environment in which our employees are not exposed to hazards arising from fatigue, stress or the use or abuse of alcohol and/or drugs.

# Scope

This policy applies to:

* all employees of Company short name (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf of Company short name (for example contractors, subcontractors, agents, consultants, and temporary staff); and
* all of Company short name workplaces and to other places where employees may be working or representing Company short name, for example, when visiting a customer, client or supplier or when working from home (collectively referred to as “workplace”).

# Policy

Being ‘fit for work’ means that you are in a satisfactory physical, mental and emotional state to perform your role competently and safely, without introducing risks to yourself or others. Factors that could affect fitness for work, include:

* fatigue
* psychological (personal) stress
* physical condition (e.g. illness, injury, fitness)
* alcohol or other drugs

Company short name expect that if your fitness for work is impacted by any of the factors above, that you speak with your Manager. You have a responsibility not to participate in activities where you may introduce a higher risk to your (or someone else’s) health and safety e.g. driving or operating machinery.

**Managing Fatigue**

Company short name encourage a healthy work-life balance. It is the employee’s responsibility to request Annual Leave and Personal Leave as required to ensure this balance is maintained.

**Alcohol and other Drugs**

Company short name has a zero tolerance to the consumption of alcohol when carrying out the duties of your role / position in the workplace;

* during work hours (including lunch breaks)
* at work sponsored or work-related functions unless with specific permission of the employer
* while on company premises
* while in command of a company vehicle or vehicle rented by the company
* operating machinery including but not limited to a forklift, overhead crane, power tools, welding equipment etc.

**Medical Examinations**

All employees will be required to undergo a pre-employment medical examination prior to commencement with Company short name to ensure they able to safely perform their duties.

During employment, as a method of controlling work, health and safety risks, employees in physically

demanding roles may be directed to undertake further medical examinations where there is a

reasonable suspicion that the employee is unfit for duty. In such case, Company short name will nominate the Doctor and pay for the costs of the examination.

If the outcome of the medical examination is that the employee is unable to perform all or part of their

duties, Company short name will make every reasonable effort to make adjustments to the employees working environment or duties. In the event that this is not possible, termination of employment on the basis that the employee is unable to undertake the inherent requirements of the role may be considered as a last resort. Where termination of employment is being considered, consultation with the affected employee will take place before final decisions are made.

**EAP**

The Employee Assistance Program is an important health and wellbeing initiative provided by Company short name at no cost to you. EAP, which is offered by EAP Provider Name, is a confidential counselling service that you can access at any time by;

* Calling Phone EAP Provider Name anytime day or night: Phone Number
* Contact EAP Provider Name for Text or Live Chat: Text number
* Make an online appointment request: EAP Provider Website

To ensure confidentiality, EAP Provider Name will provide Company short name with a unique identifier (to enable payment) but will not mention your name or any of the details that you share during your appointments.

Participation in the program is voluntary, however there may be times that your Manager recommends

you consider EAP to assist you with issues that may be affecting your work. Attendance is not

compulsory.

You may decide to access EAP for a range of issues including relationship or family issues, financial

concerns, stress management, anger, depression or anxiety, alcohol or drug problems, gambling.

# Responsibilities

**Company Short Name Responsibility**

It is Company short name responsibility to ensure that:

* there are policies and processes in place to inform and assist team members with all aspects of being ‘fit for work;
* management are empowered to educate their teams on a regular basis about the existence of this policy, and their rights and responsibilities; and
* any breach of this policy is dealt with in a fair and consistent manner.

**Managers’ Responsibilities**

At Company short name, we expect our Managers to:

* recognise when an employee presents with a problem
* maintain confidentiality where an employee has advised them that are using the EAP service
* ensure their team understands this policy
* ensure any issues or queries raised by team members in relation to this policy are dealt with
* promptly and in a fair and consistent manner.

**Workers’ Responsibilities**

At Company short name, we expect you to:

* Recognise when personal or work-related issues may be affecting your health and/or work
* performance and be willing to address the situation;
* Know how to access the EAP to prevent the problem from reaching crisis point;
* make yourself familiar with the contents of this policy.
* adhere to the contents of this policy, being sure to be proactive and speak with your Manager
* if you have any questions; and
* be accountable for the way in which you utilise the facilities and equipment at any Company short name site

# Relevant Referent Material

Company short name has developed this policy to comply with the Occupational Health and Safety Act 2004, the Fair Work Act 2009, and Company short name mission, values, and vision.

The following documents may provide relevant supplementary information:

• Company short name Code of Conduct;

• Drug and Alcohol Policy; and

• Employee Assistance Program Policy

• Leave Policy

• Talent Acquisition Policy

**Contact**

Should any clarification be needed for the contents of this Policy, the reader should contact your Manager or the HR team via phone (Company Phone Number) or email (Company Email).

**Monitor and Review**

This Policy will be reviewed from two (2) years from date of adoption.

**Approval**

This Policy was drafted on 16 March 2022 and approved by [NAME], [POSITION TITLE], on [DATE].