

HASLIN

Fitness for Work Procedure

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Fitness for Work Procedure

Table of Contents:

1. Purpose	3
2. Scope	3
3. Definitions	3
4. Policy Statement.....	3
5. Procedure.....	4
6. Fitness for Work – New Employee	4
7. Fitness for Work– Existing Employee.....	5
8. Referral for a Fitness for Work Assessment – Existing Employees	6
9. Privacy and Confidentiality	6
10. Consultation.....	6
10.1. Flowchart fitness for work – Existing Employee	7
10.2. Flowchart fitness for work – Pre Employment.....	8



Fitness for Work Procedure

1. Purpose

The purpose of this Procedure is to describe the Fitness for Work procedure to be followed by all Haslin Constructions staff.

2. Scope

The scope of this SOP includes the process which will be followed in the event of a new employee joining the organisation, or concerns being raised regarding the capacity for an employee to complete the inherent demands of his/her role.

3. Definitions

"Fitness for Work" is defined as "an individual is in a state (physical, mental and emotional) to perform tasks assigned to them competently and in a manner which does not compromise or threaten the safety or health of themselves or others"

"Worker"- Person who carries out work in any capacity for a person conducting a business or undertaking.

4. Policy Statement

Haslin is committed to providing a safe and healthy place of work for its employees and others in the workplace. This commitment extends to Haslin's obligation as an employer under the Workplace Health and Safety Act 2011.

Haslin and its employees have a responsibility for the provision of a safe, healthy, cost effective and productive workplace. This means that each individual has a responsibility to maintain personal 'fitness for work'.

Haslin employees are required to attend work in a good physical and mental condition so duties are performed in a safe, efficient and productive manner. Employees should be aware that many factors may affect fitness for work, and these can often interact with each other.

These may include:

- General health and fitness
- Secondary employment or volunteer activities
- Recreational activities and sport
- Medications
- Insufficient sleep / fatigue
- Excessive work hours / demands
- Injury or illness (work or non-work related)
- Consumption of alcohol or other drugs
- Personal factors (e.g. psychological, psychiatric issues, family issues or illnesses)

An employee who attends work in an unfit manner is operating outside Haslin policy and may be subject to counselling and / or disciplinary action, depending on the degree of awareness and the severity of the risk to safety.

Haslin reserves the right to direct an employee, who it believes is, or may be, unable to safely perform their duties, to attend a medical practitioner and/or Fitness for Work Assessor of Haslin's choice prior to continuation of duties.



Fitness for Work Procedure

5. Procedure

Our Commitment

We will ensure employees are appropriately, independently and fairly assessed to confirm their capacity to safely perform the inherent demands of their role if any concerns are raised regarding their capacity.

We will provide reasonable assistance and support for existing employees who are found to no longer be able to safely and competently perform the inherent demands of the role for which they have been employed.

We will maintain the confidentiality of all Fitness for Work and associated documentation.

We will ensure that our employees (and anyone representing them) are aware of their rights and responsibilities to ensure they maintain their fitness for work.

6. Fitness for Work – New Employee

Assessment of Fitness for Work may be needed for those who are: Being recruited for the first time or being considered for transfer to a new job.

The Assessment will consist of the following activities:

- Drug & Alcohol Test - prospective candidate will be required to provide a urine sample and a breath test for alcohol
- Complete a "Consent Form for Fit for Work"
- Conducting Eye Sight Test (Near & Far vision)
- Blood Pressure Test Musculoskeletal Test
- Audio Test

Upon a candidate being short-listed for a role, a referral will be made to Work Options for the completion of a Fitness for Work Assessment. The assessment will be completed by an Accredited Occupational Therapist, Physiotherapist or Exercise Physiologist.

The assessment will be completed within three days of the referral and will consist of a urine drug screen, alcohol screen, medical screen, audiometry and functional assessment against the demands of the role for which they are being considered.

In the event that any concerns are raised within the assessment, including but not limited to: elevated blood pressure, unconfirmed drug and/or alcohol screen, contact will be made with Haslin for discussion regarding actions moving forward. In such cases duty of care of the candidate will be prioritised and the assessment may not be completed. The candidate may be referred to their G.P. or other health professional for further investigation or to seek advice prior to completing the Assessment.

A report will be issued to Haslin within 24 hours of the completion of the assessment, summarising the outcome of the assessment and the prospective employee's capacity to undertake the role applied for.

Work Options will not make recommendation regarding hiring of any prospective candidate, but will indicate their capacity to undertake the inherent demands of the role.



Fitness for Work Procedure

7. Fitness for Work– Existing Employee

Immediate supervisors are responsible for initial assessment of an employee's fitness for work. If a supervisor becomes concerned about an employee's ability to safely perform their role, either through direct supervision or report, they must take prompt action. There may be some warning signs including:

- Lethargy
- Obvious struggle to complete tasks
- Out of character behaviour e.g. irritability / aggression, vagueness
- Apparent lack of attention or concentration
- Smell of alcohol / drugs on an employee
- Obvious illness or injury (e.g. flu symptoms, limping)

If an employee presents to work and the manager deems that the employee may not be fit to be at work then the manager should deal with this immediately. The matter should be dealt with sensitively and as a matter of safety rather than discipline.

The employee may be stood down from duties and a private discussion will take place to determine the cause of the problem. The structure of this meeting will be dependent on the individual circumstances i.e. if the illness or injury is obvious then a simple direction to take a break or go home on sick leave will suffice but if the manager has reason to believe that the employee is unfit due to reasons which breach policy (e.g. intoxication) then a disciplinary investigation will be initiated.

Appropriate actions may include:

- Having the employee take a short break
- Assess the situation to determine whether prescribed or over the counter medication may be causing their behaviour;
- Assess work duties that may be contributing to the levels of stress or fatigue;
- Arrange for medical assessment by calling Work Options or call an ambulance if the medical condition is serious / critical
- Arrange for testing of alcohol and/or other drugs, if appropriate;
- If you feel the worker is unfit to drive and they refuse transport, inform the Police immediately.
- Where practicable, obtain witness statements of the incident involving the affected worker;
- 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.
- Returning to work after significant or prolonged illness or injury
- The worker may access sick leave or similar entitlements for absences from work.
- Should a worker refuse to comply with this procedure, you are to arrange for the worker to be transported to their home.
- Arrange to see the worker the next day and follow normal disciplinary procedures.



Fitness for Work Procedure

8. Referral for a Fitness for Work Assessment – Existing Employees

Once a referral has been made an occupational health professional will make contact with the referred person by phone within two days of the referral being made in order to arrange a convenient time for the assessment to be performed.

A face-to-face assessment will be necessary; the appointment will take place within five days of the referral date. The appointment will not be more than 90-minutes travel time by public transport from the person's place of residence.

9. Privacy and Confidentiality

Haslin will ensure reasonable and appropriate confidentiality of Employee, Contractor and Visitor information is maintained and will handle all documentation according to relevant privacy legislation from time to time.

This will not prevent Haslin from discharging its obligations under these Procedures by ensuring that those Employees with a legitimate need to be aware of information ascertained from testing, for example a Manager/Supervisor or the Human Resources Advisor, will be provided with this documentation, so as to manage risk.

Further, it is important for persons tested to be aware that whilst Haslin will endeavour to maintain confidentiality of results and documentation obtained in accordance with these Procedures, there may be circumstances where this cannot occur. For example, where the test results are required to be disclosed by law, in accordance with these Procedures or are necessary to enforce or maintain action taken by Haslin pursuant to these Procedures.

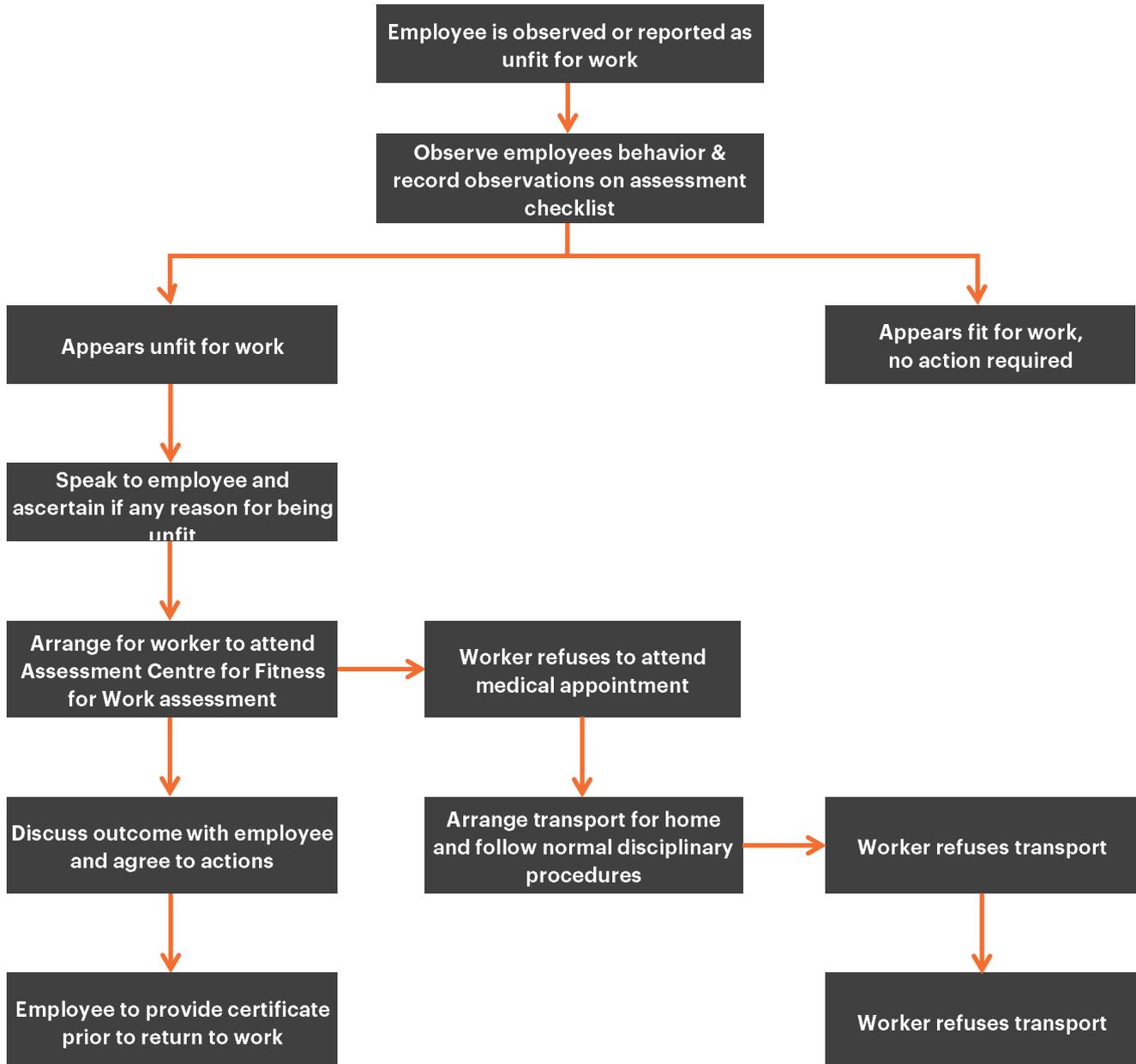
10. Consultation

In the event of a proposed change to any Haslin policy or these Procedures that will or may impact on the terms or conditions in these Procedures, Employees, will be advised of the change. Prior to any changes being inserted into this policy, any dispute or disagreement by Employees in relation to the proposed change shall be progressed through the dispute resolution clause of the collective agreement governing the employment of the Employees from time to time



Fitness for Work Procedure

10.1. Flowchart fitness for work – Existing Employee





Fitness for Work Procedure

10.2. Flowchart fitness for work – Pre Employment

