



Business Management System

Section 10: Occupational Health

Part 16 – Fit For Work Policy

Document Record		
Rev	Changes	Date
1	Original	1 st September 2023
2	Review	30 th August 2024



Fit For Work Policy Statement

We are committed to creating a safe and healthy workplace for our people. Our objective is to minimise the risk to our workers, customers, visitors and the communities in which we operate. It is the responsibility of each of our people, in accordance with their duty of care obligations, to ensure they are fit for work.

Fitness for work is being safe for work. "Fitness for Work" requires an individual to be in a physical, mental and emotional state, enabling the individual to perform their assigned duties effectively and in a manner that does not increase the risk to themselves and others. It is the responsibility of the individual to manage personal factors, which impact on their ability to perform work, unimpaired and to the full extent of their capability.

An individual's fitness for work is monitored and assessed by the:

- Individual
- line manager/site supervisor, and
- health professional.

This is achieved through confirmed observation and through recognised and approved assessment tools, such as fatigue management and/or alcohol and other drugs testing.

Observation is achieved through face-to-face meeting with Line managers [Site Supervisors, COSS, Project Engineer, Office Manager etc]

Access to a Health professional, either through emails, telephone conversations, Health & Wellbeing workshops, and medicals.

We are committed to:

- providing a healthy and safe workplace which supports the health and wellbeing of our people.
- using a range of strategies and tools to monitor our people's fitness for work, manage continuous improvement and operate in accordance with relevant legislation and codes of practice.
- promote and encourage our people to participate in wellbeing programmes to support healthy lifestyle choices, and
- ensure that all of our people are aware of, and comply with, this policy. In the event any employee requires assistance with health matters which impact on their fitness for work, the services of our Employee Assistance Programme (EAP) will be provided. Where impairment factors are within the control of the employee, inclusive of physical, mental and emotional capacity; and the employee is rendered unfit for work, the matter will be managed in accordance with our Alcohol and Other Drugs procedure (where relevant) and/or Fair and Just Principles.



Who does this Policy Apply to

This policy applies to all:

- employees
- suppliers working on behalf of this company; and
- All activities and operations undertaken for or on our behalf.

Purpose of the Fit for Work Policy

The purpose of this policy is to outline objectives for the effective management of fitness for work. Ensuring a safe and healthy workplace is fundamental to our success and is integral to all of our business activities. A multi-faceted approach is taken to positively influence and promote safe and healthy lifestyles for all people working within our controlled workplaces.

The Business Management System addresses the following factors in relation to fitness for work:

- pre-employment medical assessment.
- annual self-certification of fitness
- fatigue management.
- mental health and wellbeing.
- alcohol and other drugs.
- workplace ergonomics - the field concerned with enhancing the safety, health, comfort, quality and productivity between our people and the systems in which they work.
- employee assistance programme.
- injury rehabilitation and return to work procedure.
- healthy lifestyle initiatives.

Objectives

The objective of this policy is to minimise the risk factors impacting the fitness for work of our people. We shall provide assistance through preventative, educational and rehabilitative measures to overcome health matters impacting our employees' ability to be fit for work. We shall ensure individuals presenting with fitness for work issues are managed in an effective, fair, private and constructive manner.

References

Health and Safety Policy
Risk Assessment Procedure
Alcohol & Other Drugs Policy
Fatigue Management Policy and Procedure
Mental Health Policy
Occupational Health Policy



A handwritten signature in blue ink, appearing to be "J Spinks", written in a cursive style.

Jamie Spinks, Director

30th August 2024