



Fitness for Work Policy

Purpose

This policy establishes the requirements for ensuring that all workers are physically and psychologically fit to perform their work safely and effectively. It is intended to prevent injury, illness, damage and production disruption arising from fatigue, alcohol or other drugs, medication, illness, injury, psychological impairment or any other condition that may adversely affect work performance.

Scope

This policy applies to employees, labour-hire workers, contractors, subcontractors, visitors and any other person undertaking work at or for the manufacturing operation. It applies at all workplaces, during work-related travel, while operating company vehicles or mobile plant, and while representing the organisation.

Policy Statement

The organisation will provide and maintain a work environment in which fitness-for-work risks are identified and controlled. Every worker must present for work, and remain at work, in a condition that allows assigned duties to be performed without unacceptable risk to themselves or others.

No person will be permitted to undertake work when their capacity is impaired to the extent that safe performance may be affected. Fitness-for-work matters will be managed promptly, fairly, respectfully and, so far as reasonably practicable, confidentially.

Principles

- Fitness for work is a shared responsibility of the organisation, managers, supervisors and workers.
- Risk controls will reflect the nature of the manufacturing work, including machinery, powered mobile plant, electrical hazards, hazardous chemicals, hot work, manual handling, work at height and other safety-critical activities.
- A person who raises a genuine fitness-for-work concern or self-reports a condition will be treated respectfully and will not be disadvantaged for making the report in good faith.
- Immediate safety takes priority. A worker may be removed from duty while concerns are assessed.
- Support and rehabilitation will be considered where appropriate; misconduct and deliberate breaches may also be managed under disciplinary processes.

Responsibilities

Senior Management

- Provide resources, systems and competent support to manage fitness-for-work risks.
- Ensure working arrangements, production demands and staffing levels do not create uncontrolled fatigue or psychosocial risks.
- Review significant incidents, trends and the effectiveness of this policy.

Managers and Supervisors

- Plan work, rosters, overtime and breaks to control fatigue and workload risks.
- Monitor workers for observable signs that may indicate reduced fitness for work.
- Act immediately and consistently when a concern is reported or observed.
- Consult the worker, document objective observations and obtain advice from authorised personnel when required.
- Arrange safe transport where a person is not considered safe to drive or travel alone.



Workers

- Present for work fit to safely perform assigned duties and remain fit throughout the shift.
- Use rest breaks, protective equipment and other controls as instructed.
- Notify their supervisor as soon as practicable if illness, injury, fatigue, medication, psychological condition, alcohol or other drugs may affect safe performance.
- Report reasonable concerns about another person's fitness for work without confrontation or speculation.
- Participate in assessments, testing and return-to-work arrangements lawfully and reasonably required by the organisation.
- Do not misuse medication, alcohol or other drugs at work, during breaks, or before work where residual effects may impair performance.

Fitness-for-Work Risk Factors

Fatigue

Fatigue may arise from inadequate sleep, long or irregular shifts, overtime, night work, excessive workload, commuting, secondary employment, caring responsibilities, environmental conditions or health conditions. Rosters and work demands will be reviewed where fatigue could affect safety. Workers must report when they believe they cannot safely continue their duties.

Alcohol and Other Drugs

Workers must not possess, consume, distribute or be impaired by alcohol or illicit drugs at the workplace, except for lawful alcohol consumption expressly authorised at a work function. A worker must not commence or continue work where alcohol or drug effects, including residual effects, may impair safe performance.

Medication

Prescription and non-prescription medication may affect alertness, coordination, judgement or reaction time. Workers are not required to disclose a diagnosis unless legally required, but must advise their supervisor of any work restriction or safety-relevant effect. The organisation may request appropriate medical advice about functional capacity and restrictions.

Illness and Injury

A worker must report any illness, injury or symptoms that may affect safe performance, including infectious illness where workplace transmission is reasonably foreseeable. Suitable duties, restrictions, leave, first aid or medical assessment may be arranged according to the circumstances.

Psychological Health

Acute distress, impaired concentration, severe anxiety, trauma exposure and other psychological factors may affect safe work. Concerns will be managed respectfully and may involve temporary work modification, support services, leave or professional assessment. Immediate threats of harm will be treated as emergencies.

Heat, Hydration and Environmental Exposure

Heat, dehydration, noise, vibration and other manufacturing exposures can reduce concentration and physical capacity. The organisation will provide appropriate controls, including ventilation, hydration, task rotation, rest breaks and environmental monitoring where required.



Reporting and Response

A worker who is, or may be, unfit for work must stop any safety-critical activity, place equipment in a safe condition where practicable, and notify the supervisor immediately.

When a concern is raised, the supervisor will:

- remove the person from immediate risk and prevent operation of vehicles, machinery or plant where necessary;
- speak privately with the person and record objective observations, reported information and relevant work conditions;
- consider first aid, emergency assistance, medical assessment or advice from authorised management or human resources personnel;
- determine whether the person can resume normal duties, undertake suitable alternative duties, or must cease work;
- arrange safe transport where necessary and not permit a potentially impaired person to drive;
- document the decision and any restrictions, review date or follow-up action; and
- notify only those people who need the information to manage safety, employment or legal obligations.

If there is an immediate risk of serious harm, emergency services must be contacted and the site emergency response procedure followed.

Testing and Medical Assessment

Alcohol or drug testing, medical assessment or functional capacity assessment may be undertaken where authorised by law, an applicable industrial instrument, employment conditions, site rules or a documented organisational procedure. This may include pre-placement, random, post-incident, reasonable-cause, return-to-work or follow-up testing where applicable.

Testing will use approved methods, competent providers, appropriate chain-of-custody arrangements and confirmation processes. A non-negative screening result will not be treated as a confirmed positive result until managed in accordance with the applicable testing procedure. Refusal, interference or failure to cooperate without reasonable grounds may be managed as a breach of workplace requirements.

Work Restrictions and Return to Work

A person removed from duty may return only when the organisation is satisfied that identified risks are controlled. Evidence may include a medical certificate or functional capacity advice that states relevant abilities, limitations and review requirements. The organisation may implement suitable duties, reduced hours, additional supervision or temporary restrictions, particularly for safety-critical work.

Confidentiality and Records

Fitness-for-work information will be collected, used, stored and disclosed only for legitimate safety, employment and legal purposes. Access will be limited to authorised persons. Records may include reported concerns, observations, assessments, testing outcomes, work restrictions, actions and review dates, and will be retained in accordance with applicable privacy, health-record and recordkeeping requirements.

Support

Workers are encouraged to seek assistance before a fitness-for-work issue creates a safety risk. Available support may include the worker's medical practitioner, employee assistance services where provided, rehabilitation support, fatigue-management assistance and approved leave arrangements. Seeking assistance does not remove the requirement to comply with this policy or perform work safely.

Breaches

Breaches may result in removal from duty, investigation, corrective action, review of site access, or disciplinary action up to and including termination of employment or contract, subject to applicable law,



industrial instruments and procedural fairness. Deliberately supplying, possessing or distributing illicit drugs, falsifying a result, or knowingly performing safety-critical work while impaired may be treated as serious misconduct.

Training and Communication

Workers will receive information appropriate to their role on fitness-for-work responsibilities, fatigue, impairment indicators, reporting pathways and emergency action. Managers and supervisors will receive training in recognising and responding to concerns, maintaining privacy, documenting objective observations and applying the relevant procedures consistently.

Monitoring and Review

The organisation will review this policy at least every two years and following significant incidents, legislative or operational change, emerging trends, or evidence that controls are ineffective. Review inputs may include incident data, absenteeism trends, overtime and roster data, testing outcomes where applicable, worker consultation and corrective actions. De-identified information will be used where practicable.

Related documents

- WHS Policy
- Fatigue Management Procedure
- Incident Reporting and Investigation Procedure
- Injury Management Procedure
- Emergency Response Procedure
- Code of Ethics and Professional

Definitions

Fitness for work: A state in which a person can safely, competently and effectively perform assigned duties without unacceptable risk to themselves or others.

Impairment: A temporary or ongoing reduction in physical, cognitive or psychological capacity that may affect safe work.

Safety-critical Work: Work where impaired performance could reasonably cause serious injury, illness, damage or a dangerous occurrence, including operating machinery, mobile plant or vehicles; electrical work; work at height; confined-space work; and hazardous chemical activities.

Reasonable Cause: Specific, objective and documented information or observations that provide a reasonable basis to suspect that a person may not be fit for work.

Worker: Any person who carries out work for the organisation, including employees, contractors, subcontractors, labour-hire workers, apprentices and trainees.

Rohan Borrell

A handwritten signature in black ink, appearing to read 'R. Borrell'.

Director