

CONVOY

T R A N S P O R T

CONVOY TRANSPORT PTY LTD

Occupational Health and Safety



Amendment Record
Fitness for Work Policy

Issue #: 1 Revision #: 0

Reviewed by: **Jason Haywood**
Managing Director

Approved by: **Jason Haywood**
Managing Director

Fitness for Work Policy

Purpose:

The purpose of this policy is to define the process for provide a safe, healthy and productive workplace for workers and others through effective risk management of worker fitness for work. A primary objective is to significantly reduce the potential for incidents due to a worker or workers being unfit for work.

This policy covers all persons who are directed and/or engaged to undertake tasks at Convoy Transport Pty Ltd workplaces/locations including workers, independent contractors, work experience students, trainees, apprentices, volunteers.

Policy:

Convoy Transport Pty Ltd recognises there are many factors that may affect a person's fitness for work, and these factors can often interact with each other to increase risk of harm. A worker who is unfit for work is not only risking their own health and safety, but also risks the health and safety of others at the workplace.

Risk factors that may affect fitness for work can include (but are not limited to):

- General health and fitness;
- Injury or illness;
- Medications;
- Insufficient sleep, resulting in fatigue;
- Excessive work hours/demands;
- Consumption of alcohol;
- Illicit use of illegal drugs;
- Personal factors, such as psychological, family issues or illness, working away from home etc.;
- Secondary employment; and
- Volunteer activities.

A worker who comes to work in an unfit state will be in breach of Convoy Transport Pty Ltd policy and may be subject to counseling and/or disciplinary action, depending upon the degree of awareness and the severity of the risk to safety of other persons at the workplace. Appropriate actions on the day may include:

- The worker is directed to take a short break;
- Sending the worker home - driving, or providing transport if required to ensure the worker gets home safely;
- Taking the worker to a doctor or to the hospital if they are not able to drive themselves;
- Calling an ambulance if the severity of their condition warrants; and
- Calling the police if a worker's behaviour becomes agitated, threatening and/or potentially violent or self-harming due to the suspected influence of drugs or alcohol.

When responding and to action issues related to fitness for work, all persons must be sensitive to an individual's right to confidentiality, privacy and dignity.

This policy should be used in conjunction with the following Convoy Transport Pty Ltd policies and procedures:

- Drug and Alcohol;
- Fatigue Management;
- Consultation, Cooperation and Coordination;
- Return to Work;
- Incident reporting; and
- Issue Resolution.



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Fitness for Work Procedure

Convoy Transport Pty Ltd actively promotes and works towards providing a safe, healthy working environment for all persons at the workplace. Convoy Transport Pty Ltd acknowledges that if a worker attends work when they are unwell or fatigued, they generally do so because they desire to work, not because they are deliberately trying to put themselves or others at risk.

Responsibilities:

Each individual at Convoy Transport Pty Ltd has a responsibility to maintain personal fitness for work.

The Organisation is responsible to:

- Ensure that a Fitness for Work Policy and Procedure is in place, effective, adequately monitored and regularly reviewed;
- Ensure that supporting policies, procedures and mechanisms are in place that cover in detail specific matters such as drugs and alcohol and fatigue management in the workplace;
- Provide adequate resources for training, education, counselling and any other requirements to fulfil fitness for work requirements and compliance with OHS legislation;

- Establish procedures to safeguard sensitive medical and other confidential personal information; and
- Ensure that, as far as practicable, any worker who is suspected of being unfit to drive due to the effects of drugs and/or alcohol are transported safely home or to medical attention or another suitable place for their recovery.

Supervisors/Managers are responsible to:

- Manage the implementation, on-going monitoring and review of the Fitness for Work Policy, Procedure and supporting mechanisms;
- Assist and comply with the maintenance of confidentiality regarding fitness for work matters;
- Take appropriate action immediately if they suspect a person in the workplace is behaving in a way that suggests that they may be under the influence of drugs and/or alcohol, or suffering from fatigue;
- Take appropriate action immediately if a worker reports and/or discloses any suspected breaches of fitness for work requirements made by other workers, in particular if safety is raised as an immediate concern;
- Sight evidence of worker medical clearances to return to work duties and to approve Return to Work following illness or injury including any medically determined restrictions or suitable duties arrangements;
- Assist with implementation of training, education, counselling and any other requirements to fulfil fitness for work requirements and compliance with OHS legislation;
- Assist with the resolution of any disputes or grievances for matters within the scope of fitness for work within the designated timeframes; and
- Develop and implement fitness for work management plans in consultation with relevant workers as required.

Workers are responsible to:

- Notify their Supervisor/Manager of any potential fitness for work risks or concerns prior to commencing duty;
- Stop work and notify supervisor if they become unfit for work during their work shift;
- Comply with medical restrictions and return to work plans at all times;
- Cooperate with Convoy Transport Pty Ltd policies and procedures in regard of fitness for work, drugs, alcohol and fatigue management as required;
- Provide medical certification of fitness for work prior to returning to work after any non-work-related injury or illness;
- Participate in drug and/or alcohol tests if required; and
- Notify their supervisor or manager immediately if they suspect a person in the workplace is behaving in a way that suggests that they may be under the influence of drugs and/or alcohol or suffering from fatigue.

Workers must not:

- Consume alcohol and/or illegal drugs at the workplace;
- Be under the influence of alcohol or other drugs while at work, on call, driving an organisations vehicle, or while operating plant or equipment;
- Use prescribed medications or non-prescribed over the counter medications contrary to the doctor's advice and/or manufacturer's recommendations; and
- Come to work knowingly suffering from fatigue.

Procedure:

Where an unacceptable risk is identified, and in accordance with the relevant policies and procedures in place at Convoy Transport Pty Ltd, the situation will be responded to and managed to remove or reduce the risk of harm to any and all persons on Convoy Transport Pty Ltd workplaces in an appropriate manner.

Supervisors/Managers are responsible for the initial identification and assessment of a worker's fitness for work, and for responding to notifications from other concerned workers. If a Supervisor/Manager suspects a worker may not be able to perform their duties safely, they will take immediate action. The matter will be dealt with sensitively on a case by case basis with the primary consideration of safety and welfare.

Incident response:

The investigation of incidents at Convoy Transport Pty Ltd will take into consideration fitness for work matters, identified hazards and associated risk factors.

Prescription drugs and non-prescribed drugs

Workers using prescription drugs and over the counter non-prescribed drugs should:

- Advise their doctor or pharmacist of the type of work they do and obtain information regarding possible side effects;
- Advise their Supervisor/Manager that they are taking medications and discuss if there may be side effects that could affect their fitness for work;
- Follow the instructions for taking the medications as prescribed;
- Be aware of any warnings or instruction on medication packaging; and
- Stop work if they suspect they are being negatively affected by medications while working, especially if using plant, machinery or driving vehicles. Seek advice and or medical attention before going back to work.

Drugs and Alcohol:

- Convoy Transport Pty Ltd's Drug and Alcohol policy, procedure and supporting mechanisms should be referred to for any fitness for work matters involving or suspected to involve the influence or use of alcohol or the illicit use of illegal drugs.

Fatigue Management:

- Convoy Transport Pty Ltd's Fatigue Management Program should be referred to for any identified or suspected fatigue related fitness for work matters.

Work related injury or illness:

- Work related injury or illness will be covered by the Worker's Compensation legislation and/or the Convoy Transport Pty Ltd's Return to Work Plan as required.

Non-work-related illness or injury:

- If a worker suffers a serious non-work-related injury or illness which may affect their ability to undertake their normal duties, then a medical clearance from a doctor will be required before that worker will be approved to return to work.
- If a worker comes to work but is unable to carry out their normal duties, and in the opinion of the Supervisor/Manager there is a risk to themselves or any other person at the workplace, they will be sent home until a medical assessment can be carried out and a clearance to work is obtained. Costs incurred for medical assessments or certificates will be the responsibility of the worker. Convoy Transport Pty Ltd is under no obligation to provide alternative suitable duties for a worker returning to work after a non-work-related injury, therefore, workers should only return to work once they are medically cleared to return to normal duties.

Education and awareness:

- Worker induction and training sessions will include awareness and training in regard to fitness for work requirements at Convoy Transport Pty Ltd. All workers will participate in training to recognise common behaviour and symptoms associated with the effects of drugs and alcohol. Training will include worker support options that are available such as Worker Assistance Programs and counselling services.