

FITNESS FOR WORK PROCEDURE (28) V2

PURPOSE

To provide guidance on the management of workers' fitness for work.

RESPONSIBILITIES

Persons Conducting a Business or Undertaking (PCBU) must so far as reasonably practicable:

- provide a supporting and safe work environment
- ensure sensitivity, privacy and dignity is applied in situations of individual workers circumstances.
- actively monitor the work environment for unsafe work practices and conditions
- ensure work performance and absenteeism is monitored
- communicate and consult with workers and their representatives occurs to ensure appropriate risk controls are in place
- inform workers through the Induction process of Employee Assistance Programs (EAP) available.

Officers must:

Exercise due diligence to ensure that the PCBU meets their responsibilities as above.

Workers must:

- take reasonable care for their own safety and avoid adversely affecting the health and safety of others through any act or omission
- present for work in a fit condition
- perform work without risk to self or others
- report any condition or concerns that may impair their ability to perform work safely (including alcohol or other drug impairment, or health issues).

DEFINITIONS

Definitions of terms can be found on the Catholic Safety website or via this link [here](#).

ACTIONS

HAZARD IDENTIFICATION	
<p>Note: Some hazards/hazard factors and risks may be inter-related and in some cases cumulative</p>	<p>Identify if a worker is unfit for work duties through:</p> <ul style="list-style-type: none"> • observations • concerns or reports from colleagues • absenteeism • medical certificate. <p>Other factors which could impact on an individual's fitness for work and their ability to perform work safely include:</p> <ul style="list-style-type: none"> • The number of hours worked - daily work hours plus travel, shiftwork, eg: time of shift, length of shift, split shift (consider security during non-standard working hours). • When hours are worked, for example: day-orientated aligned with body clock (circadian rhythms), scheduling breaks. • Night work, for example: shift end, length of shift, sequential shifts. • Fatigue critical tasks for example: high risk plant, working at heights, electrical work, and work with flammable or explosive substances. • Demands of work tasks, for example: repetitive work, static postures, high concentration and mentally demanding work. • Identify other organisational factors, for example: type of work culture, lack of clear process and planning leading to unrealistic deadlines and workloads. Little or no control over work demands e.g. workers on call.

	<ul style="list-style-type: none"> Individual factors need to be considered, so far as reasonably practicable for example: personal loss or hardship, sleep disorder and or fatigue, career responsibilities, presenting for work in a fit state, physical or psychological illness, intoxication due to alcohol or other drugs (prescribed or illicit) Vicarious trauma, for example: workers dealing with multiple clients that have similar traumatic experiences.
<p>Identifying a worker who is NOT 'Fit for Work'</p>	<p>When it is evident or reported that a worker is identified as being unfit for work the Officer should:</p> <ul style="list-style-type: none"> Assess and discuss with worker the situation to determine whether prescribed or over the counter medication may be producing their behavior. Assess and discuss with worker, work duties that may contribute to levels of stress or fatigue. Arrange for medical assessment if required. Arrange for testing of alcohol and/ or other drugs, if appropriate. Arrange suitable transport home or to medical assessment, as required. If internal/external investigation required, depending on individual situation worker maybe suspended until investigations completed. <p>If worker refuses medical appointment arrange for transport home. If worker refuses transport contact next of kin. If further assistance is needed contact SAPOL 131 444.</p> <p>Refer to Appendix 1 – Fitness for Work Flowchart</p>
<p>Take 5/ Risk Assessment</p>	<p>An Officer who suspects physical or psychological impairment in a worker is to remove the worker from the relevant job <u>if there is an unacceptable risk to health and safety</u> of the worker or any other person/ plant/ equipment/ property or environment.</p>
<p>CONTROLS</p>	
<p>Management for "Fitness for Work"</p>	<ul style="list-style-type: none"> Provision of safe systems of work and a safe work environment including suitable workplace conditions i.e. hours of work, adequate lighting, ventilation and the correct equipment to perform tasks Ensure appropriate supervision. Code of Conduct given to workers upon induction. Provide Employee Assistance Program (EAP). <p>EDUCATION SECTOR</p> <p>Where an Officer suspects a physical or psychological impairment with a worker the Officer must contact their Principal Consultant and/or the Catholic Education Office for advice on the appropriate process. The Officer must also consult with their WHS Consultant should a worksite assessment be required.</p>

<p>Return to work following non-work related injury or illness</p>	<p>HEALTH, SOCIAL, PARISH SECTORS</p> <p>Following a non-work related injury/illness the worker must obtain a medical certificate prior to returning to normal duties. If it is identified that the worker still presents a risk to self or others further medical assessment may be required.</p> <p>Further information and assessment will be at the PCBU's expense.</p> <p>If further assessment is required a worker must provide authorisation to release medical information. Depending on the situation a worksite may also consider obtaining advice from a treating medical practitioner.</p> <hr/> <p>EDUCATION SECTOR</p> <p>If a worker returns to work after a non-work related injury or illness, and it is identified that the worker presents a risk of injury or safety to self/others, further medical assessment may be required.</p> <p>In such cases the Officer is to contact their Principal Consultant and/or the Catholic Education Office for advice on the appropriate process. The nominated Officer or Principal Consultant must consult with WHS Consultant should a worksite assessment be required.</p> <p>Further information and assessment will be at the PCBU's expense.</p>
<p>Monitor</p>	<ul style="list-style-type: none"> • Monitor worker's work performance through observation/ supervision/ assessment/ appraisals. • Monitor absenteeism - examine records of hours of work, absentee, incidents and injury.
<p>Disciplinary Actions</p>	<p>Non-compliance with this procedure, or failure to enforce the requirements of this procedure, may result in disciplinary action being taken. Site specific procedure may be required.</p>
<p>INFORMATION, INSTRUCTION AND TRAINING</p>	
	<p>Inform workers of this procedure at induction.</p>
<p>DOCUMENT CONTROL</p>	
<p>Documentation</p>	<ul style="list-style-type: none"> • Document as per site procedure. • Retain all documentation as per Document Control Procedure 24.
<p>MONITOR AND REVIEW</p>	
	<p>This procedure will be monitored for compliance and effectiveness by Catholic Safety Health & Welfare SA as per the Audit Procedure 7.</p>

RELATED DOCUMENTS

External Documents

- SA Work Health and Safety Act 2012, SA
- SA Work Health and Safety Regulations 2012, SA
- Managing the Risk of Fatigue, SafeWork Australia, 2013
- Code of Practice – Managing the work environment and facilities December 2011
- https://www.safework.sa.gov.au/uploaded_files/CoPManagingWorkEnvironmentFacilities.pdf



Internal Documents

Work Health & Safety and Injury Management Policy
Catholic Church Safety Manual Procedures

APPENDICES

Appendix 1 – Fitness for Work Flowchart

FORMS

Nil

VERSION CONTROL AND CHANGE HISTORY

Version	Approved By	Approved Date	Reason for Development of Review	Review Date
3	Sector Forums	July 2013	Legislation – New WHS Act	2016
April 2015 – Document consolidated across CCES sectors				
V1	Executive Manager CSHW	24/04/2015	Procedure consolidation	2016
V2	Executive Manager	06/03/2018	Procedure Review	2021

Approved for Publication:  _____ Date: 06/03/2018 _____
Kathy Grieve

Appendix 1 – Fitness for Work Flowchart

