

# 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"> <li>• observations</li> <li>• concerns or reports from colleagues</li> <li>• absenteeism</li> <li>• medical certificate.</li> </ul> <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"> <li>• 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).</li> <li>• When hours are worked, for example: day-orientated aligned with body clock (circadian rhythms), scheduling breaks.</li> <li>• Night work, for example: shift end, length of shift, sequential shifts.</li> <li>• Fatigue critical tasks for example: high risk plant, working at heights, electrical work, and work with flammable or explosive substances.</li> <li>• Demands of work tasks, for example: repetitive work, static postures, high concentration and mentally demanding work.</li> <li>• 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.</li> </ul>

	<ul style="list-style-type: none"> <li>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)</li> <li>Vicarious trauma, for example: workers dealing with multiple clients that have similar traumatic experiences.</li> </ul>
<p><b>Identifying a worker who is NOT 'Fit for Work'</b></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"> <li>Assess and discuss with worker the situation to determine whether prescribed or over the counter medication may be producing their behavior.</li> <li>Assess and discuss with worker, work duties that may contribute to levels of stress or fatigue.</li> <li>Arrange for medical assessment if required.</li> <li>Arrange for testing of alcohol and/ or other drugs, if appropriate.</li> <li>Arrange suitable transport home or to medical assessment, as required.</li> <li>If internal/external investigation required, depending on individual situation worker maybe suspended until investigations completed.</li> </ul> <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><b>Take 5/ Risk Assessment</b></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><b>CONTROLS</b></p>	
<p><b>Management for "Fitness for Work"</b></p>	<ul style="list-style-type: none"> <li>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</li> <li>Ensure appropriate supervision.</li> <li>Code of Conduct given to workers upon induction.</li> <li>Provide Employee Assistance Program (EAP).</li> </ul> <p><b>EDUCATION SECTOR</b></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><b>Return to work following non-work related injury or illness</b></p>	<p><b>HEALTH, SOCIAL, PARISH SECTORS</b></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><b>Further information and assessment will be at the PCBU's expense.</b></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><b>EDUCATION SECTOR</b></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><b>Further information and assessment will be at the PCBU's expense.</b></p>
<p><b>Monitor</b></p>	<ul style="list-style-type: none"> <li>• Monitor worker's work performance through observation/ supervision/ assessment/ appraisals.</li> <li>• Monitor absenteeism - examine records of hours of work, absentee, incidents and injury.</li> </ul>
<p><b>Disciplinary Actions</b></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><b>INFORMATION, INSTRUCTION AND TRAINING</b></p>	
	<p>Inform workers of this procedure at induction.</p>
<p><b>DOCUMENT CONTROL</b></p>	
<p><b>Documentation</b></p>	<ul style="list-style-type: none"> <li>• Document as per site procedure.</li> <li>• Retain all documentation as per Document Control Procedure 24.</li> </ul>
<p><b>MONITOR AND REVIEW</b></p>	
	<p>This procedure will be monitored for compliance and effectiveness by Catholic Safety Health &amp; 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://safeworksa.govcms.gov.au/sites/g/files/net4331/f/5.4.17-workenvironmentfacilitiescop.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
<b>April 2015 – Document consolidated across CCES sectors</b>				
V1	Executive Manager CSHW	24/04/2015	Procedure consolidation	2016
V2	Executive Manager	06/03/2018	Procedure Review	2021

Approved for Publication: \_\_\_\_\_

Kathy Grieve

Date: 06/03/2018 \_\_\_\_\_

**Appendix 1 – Fitness for Work Flowchart**

