

**Fitness for Work Policy**

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 **Fitness for Work Policy**

### Policy Statement

Safe Start School is committed to ensuring the health, safety and welfare of all persons in the workplace. As part of this commitment, the Company recognises the need to ensure that all persons in the workplace are fit for work.

The objective of this Policy is to control and mitigate the risks to the Company associated with any improper use of drugs and/or alcohol, as well as physical and psychological conditions such as fatigue, grief, stress and illnesses that can result in a reduced fitness for work.

**An Employee’s fitness for work can be affected by:**

* Consumption of alcohol;
* Consumption of illegal drugs;
* Consumption of certain prescription drugs;
* Fatigue, including sleep deprivation or deficiency;
* Certain medical conditions; and/or
* Certain emotional or psychological conditions.

**This Policy aims to:**

* ensure that all parties are aware of their obligations in relation to their fitness for work; and
* outline the procedures in relation to drug and alcohol testing.

This Policy applies to all Employees of the Company as well as any person who performs work for the Company, including contractors, trainees and volunteers.

### Employee Obligations

Employees are obliged, as a condition of their employment, to present to work in a fit state. In carrying out normal work activities, this includes:

* not subjecting themselves, their co-workers, contractors, trainees, volunteers or the general public to unnecessary health and safety risks;
* disclosing the consumption of medication that may be identified by testing or may inhibit their ability to fulfil the inherent requirements of their position (i.e. medication that may cause drowsiness); and/or
* ensuring that any medication is taken in accordance with the instructions from their Doctor or a Pharmacist, or the information included on the packaging of such medication.

**Employees are not permitted to commence duty when it is reasonable to assume that the Employee:**

* is exhibiting signs of being intoxicated;
* is under the influence of any illegal or prohibited drug (which, for the purposes of this Policy includes taking unauthorised prescription drugs); and/or
* is in any other condition (physical, psychological, mental or emotional) which may reasonably be considered to endanger the health and safety of the Employee and/or other persons in the workplace.

**Any person who has reason to believe that another person on Company premises may not be fit for duty, has an obligation to immediately notify the relevant Supervisor/Manager.**

### Fitness for Work

#### **Medical Examinations**

Employees may be required to undergo a medical examination prior to commencement of employment to assess fitness for work.

#### **Alcohol**

The Company has a strict zero tolerance policy in relation to alcohol within the workplace.

In cases where an act or an omission by a person may have been a contributing factor to an accident, the person may be required to have their BAC (blood alcohol concentration) tested.

Random alcohol and drug testing may be carried out from time to time. If a person is found to have a positive BAC reading, then they shall be managed in accordance with the Company’s Counselling and Disciplinary Policy.

Alcohol dependency is recognised as a treatable medical condition and the Company encourages those Employees who may be affected to seek assistance from appropriate organisations or support groups.

#### **Drugs**

The Company has a strict zero tolerance policy in relation to the use and/or possession of illegal or prohibited drugs within the workplace.

It is recognised that an Employee may be required to take medication as prescribed by a Doctor or obtained over the counter from a Pharmacist. Some of these medications may cause impairment and reduce a person’s fitness for duty. As such, the onus is on the Employee to ensure that these medications are taken as prescribed or directed by a Doctor and/or Pharmacist and that the relevant Supervisor/Manager is notified.

Random alcohol and drug testing may be carried out from time to time. Testing may also be carried out in cases where an act or an omission by a person in the use or abuse of any substance or incorrect use of medication may have been a contributing factor to an accident.

A person may be declared not fit for duty if they are found to have any drug concentration in their body. If a person is found to be under the influence of illegal or prohibited drugs, then they shall be managed in accordance with the Company’s Counselling and Disciplinary Policy.

#### **Fatigue**

The following signs or symptoms may indicate an Employee is fatigued:

* excessive yawning or falling asleep at work;
* short term memory problems and an inability to concentrate;
* noticeably reduced capacity to engage in effective interpersonal communication;
* impaired decision-making and judgment;
* reduced hand-eye coordination or slow reflexes;
* other changes in behaviour, for example repeatedly arriving late for work; and/or
* increased rates of unplanned absence.

If an Employee believes they are impaired by fatigue, they are obligated to immediately inform their Supervisor/Manager. If an Employee believes that one of their co-workers may be suffering from fatigue, they must immediately report this to their Supervisor/Manager.