

FITNESS FOR WORK GENERAL POLICY

Intent

The Fitness for Work Policy is an integral part of Council's Workplace Health & Safety General Policy and has a responsibility to provide a safe and healthy work environment. The Council will endeavour to ensure commitment to the early identification and treatment of Fatigue, Alcohol and Other Drugs problems in the work environment.

Scope

Applies to any person who performs work for Douglas Shire Council including managers, employees, trainees, volunteer staff, consultants, visitors and contractors, and addresses Fitness for Work issues that impact on their work performance and/or their work environment.

Provisions

Principles of Employee and Employer Obligations Pertaining to "Fitness for Work"

Employees must ensure that they do not attend work in a condition that renders them unfit to perform their duties, or place themselves or others at risk at the workplace.

Employees shall not:

- attend work, fatigued, intoxicated or under the influence of alcohol and/or other drugs;
- drive motor vehicles, operate plant or machinery while under the influence of drugs, or over the legal limit of blood alcohol by any law for operating a motor vehicle, plant or machinery;
- be under the influence of alcohol or illicit drugs whilst at a Council's workplace or conducting a Council's undertaking.

When using medications the employee shall obtain information from a qualified medical practitioner or pharmacist on their fitness for work and any other restrictions. This information shall be provided to their Manager who will assess whether the employee is able to perform their normal duties, selected duties or be declared unfit for work.

Council's Managers within budgetary constraints will ensure employees have the resources and support so that there are clear instructions and enough resources available, to do the task safely and to minimise fatigue in their work environment.

Council has an Employee Assistance Programme (EAP) available to employees so they can obtain assistance to maintain a balanced lifestyle and be "Fit for Work".

If an employee is found to be "Unfit for Work", management will stand down the employee and have them transported safely home. The employee will not be able to return to work until they can show with suitable medical certification or have taken steps to be "Fit For Work" (ie; the employee has identified a substance issue and has self-referred themselves for professional counselling). Evidence of this can be in the form of producing a referral by a medical practitioner or an appointment notification for the counselling. Disciplinary action may be a further action by management, depending on investigation findings of why an employee was "Unfit for Work".

Identifying an Employee who is NOT “Fit For Work”

When it is evident or reported that an employee is identified as being adversely affected by fatigue, alcohol or other drugs, then the person in control of the employee’s workplace (Manager, Supervisor, Ganger or Team Leader) should take all reasonable actions, in consultation with senior management, to ensure safety in the workplace. This may include the identified employee being required to undertake an alcohol or drug test.

Disciplinary Actions

If an employee’s behaviour or workplace incident investigation findings identifies that disciplinary action is warranted then managers will apply appropriate Disciplinary Action Procedures. .

Employee Assistance Program

Council will provide balanced lifestyle and wellbeing support through the provision of self-referral facilities to counselling and other relevant assistance.

Chronic alcohol and/or other drug problems can contribute to or cause below standard work performance and safety problems. A structured intervention process, in the form of an Employee Assistance Program (EAP) is available where an employee’s consumption of alcohol and/or drugs renders them unfit for their normal duties. Access to the EAP is either by self-referral or referral by Human Resources, or Manager.

Authorised Consumption of Alcohol at the Workplace

Consumption of alcohol while at work or conducting work for Council is not permitted; however, there may be special occasions or events when consumption of alcohol is authorised by the Chief Executive Officer or delegate. At any authorised work function where alcohol is to be made available, then Managers shall ensure adequate supplies of low alcohol and non-alcoholic beverages (including water) are also available.

Confidentiality

Any employee who identifies or is identified as having a drug problem will be treated in strict confidence subject to the provisions of the law.

This Policy is to remain in force until otherwise determined by Council.

Manager Responsible For Review:

Manager Governance

ORIGINALLY ADOPTED: 16/06/2015

CURRENT ADOPTION:

DUE FOR REVISION: 16/06/2019