

Title: **Fitness for Work**

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Department: <b>Company</b>	Sect./Classification: <b>Company</b>	Category: <b>Human Resources</b>	Owner Role: <b>Manager - Health &amp; Safety</b>	Approver Role: <b>General Manager</b>
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**1.0 PURPOSE**

To ensure that all the employees are fit for work by supplying a safe working environment and by providing assistance through a full range of preventative, educational and rehabilitative measures to overcome problems which could impair an individual’s fitness for work.

**2.0 SCOPE**

This policy applies to all QAL employees.

All persons including Contractors and Visitors entering the QAL site will be subject to the policy on drugs and alcohol detailed in 6.8 and hours of work in 6.10 and 6.11.

**3.0 RESPONSIBILITIES**

**3.1 Supervision**

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Responsible for providing a safe and healthy working environment for employees and assessing if any of their team members are not fit for work at the start of a shift due to the influence of alcohol or other drugs or any other physical or mental condition.

### 3.2 All Employees

Responsible to not wilfully place at risk the health and safety of any person in the workplace.

Responsible to be ready, willing and able to perform the work of their role.

Responsible for making their Supervisor/Team Leader aware of any fitness for work issues at the start of a shift.

Responsible for conforming to Company policies and procedures.

## 4.0 REFERENCES

Queensland Workplace Health & Safety Act 1995  
 Workplace Relations Act 1996  
 Federal Disability Discrimination Act 1992  
 Queensland Anti Discrimination Act 1991  
 Human Rights and Equal Opportunity Act 1986  
 Criminal Law Rehabilitation of Offenders (Act 1986) (Qld)  
 P001.001 QAL Health Safety Environment and Communities Policy  
 P001.007 Rehabilitation Policy  
 P001.013 Alcohol and Other Drugs Policy  
 P301.016 Recruitment and Selection  
 P301.029 Management Health Care Assistance  
 P302.019 Drug and Alcohol Screening  
**P302.029 Fatigue Management**  
 P312.501 Injury and Illness Management  
 P315.201 Noise Management Program  
 P315.205 Health Monitoring  
 P315.208 Rehabilitation

## 5.0 DEFINITIONS

“Fitness for Work” means that an individual is in a state (physical and mental) that enables the employee to perform all assigned tasks competently and in a manner which does not compromise or threaten the safety or health of themselves or others, or threaten damage to plant or equipment or the environment.

## 6.0 POLICY

QAL’s policy on “fitness for work” is outlined in P001.001. It states QAL will “provide systems to ensure “fitness for work”, identifying and addressing occupational health risks, creating a healthier work environment”. Systems that support this policy are described below.

### 6.1 Pre-Employment Medicals

Pre-employment medicals shall be conducted in accordance with Procedure P315.205.

### 6.2 Pre-Employment Aptitude and Behavioural Assessments

Pre-employment aptitude and behavioural assessments shall be conducted in accordance with Paragraph 6.7 of Policy P301.016.

The results of the pre-employment aptitude and behavioural assessments shall be confidential to the prospective employee, the consultant assisting with the assessment, and the Company.

### 6.3 Internal Transfer Medicals

***A medical assessment is arranged by Human Resources for any employee who changes to substantially different role. Examples are:***

- ***Staff to AP***
- ***Electrician to Operator***

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- **Operator to Machinery Operator**
- **where the tasks performed require different physical activities.**

**Employees must also undertake a medical where specifically requested by the Plant Medical Officer or if they have not had a medical assessment performed in the last 12 months.**

**Any person moving into a crane driver position or Raw Materials must undertake a specific medical as per fitness to drive guidelines.**

**HR Recruitment are required to check with the Medical Centre prior to all other transfers/promotions/permanent appointments, including short-term transfers, to ensure that employees are fit to undertake the role.**

#### **6.4 Internal Promotions**

Employees being considered for promotion to a higher stratum level may be required to participate in an employment aptitude and behavioural assessment.

The results of the aptitude and behavioural assessments shall be confidential to the employee, the consultant assisting with the assessment, and the Company.

#### **6.5 Health Assistance**

The Company shall encourage all employees to obtain appropriate health care by assisting employees with access to private health insurance as per Procedure P301.029.

#### **6.6 Health Monitoring**

The Company shall provide health monitoring as per Procedure P315.205.

#### **6.7 Hearing Conservation**

The Company shall have a Hearing Conservation Program detailed in Procedure P315.201.

#### **6.8 Rehabilitation**

The Company shall encourage rehabilitation of any employee who suffers impairment of their ability to perform the work of their role.

Rehabilitation shall be in accordance with Policy P001.007 and Procedure P315.208.

#### **6.9 Drugs and/or Alcohol**

The Company shall have an Alcohol and other Drugs Policy detailed in Policy P001.013 and a Drug and Alcohol Screening Procedure detailed in P302.019.

#### **6.10 Medical Conditions**

**6.10.1** It is recognised that employees may have, or develop, medical conditions either temporary or chronic (long term) that may impair a person in the performance of their normal duties.

**6.10.2** Employees have an obligation to notify their Supervisor/Team Leader of any fitness for work issues at the start of a shift.

**6.10.3** Any employee with a medical condition as described in paragraph 6.9.1 shall be offered assistance/rehabilitation in accordance with Procedure P315.208.

**6.10.4** Any employee who is using medication that may impair them in the performance of their normal duties, shall report to the Plant Medical Officer prior to commencing work. The Plant Medical Officer shall determine their fitness for work and determine any work limitations. The employee and the Occupational Health Nurse shall report any work limitations to the employee's direct supervisor.

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## 6.11 Daily Hours of Work

- 6.11.1** The Cardax system shall be configured to automatically email to Plant Protection on an hourly basis, the details of any person who has been on site in excess of 14 hours from time of initial entry into the plant in any 24-hour period.
- 6.11.2** On receipt of an email from Cardax, the receiving Plant Protection Officer shall notify the person's supervisor, or the person in control of the person who has been on site in excess of 14 hours, of the details supplied by Cardax. This notification shall be by telephone where possible, and by email where it is not possible to contact the relevant supervisor or person by telephone. If email is used, it shall be supported by attempts at telephone contact until an acknowledgement is received.
- 6.11.3** On receipt of the notification from the supervisor or the person in control of the person who has been on site in excess of 14 hours, shall:
1. ensure that the task being performed by the person is risk assessed to ascertain whether there are any hazards associated with a person working extended hours and implement appropriate controls which may include but not be limited to:
    - contingency plan for resourcing if the task extends further than expected
    - decision-making support where the potential decisions to be made by the person may have significant negative consequences.
  2. assess the fitness of the person to perform the task and assess any hazards that may be encountered as a result of working extended hours and implement appropriate controls which may include but not be limited to:
    - additional supervision/support
    - appropriate rest breaks
    - appropriate sustenance
  3. offer transport home to the person (at the employer's expense) at the conclusion of the person's work.

If the person is going to continue working longer than 14 hours that day, then ***an individual Fatigue Management Plan*** must be ***completed and approved by the Department Manager (or delegate)***.

- 6.11.4** A person who has worked extended hours shall have a 10 hour break from work.

## 6.12 Continuous Shifts Worked

The policy is that no person may work for more than **6** consecutive days.

- 6.12.1** The Cardax system shall be configured to automatically email to Plant Protection on an hourly basis, the details of any individual who has been on site in excess of **6** consecutive days.
- 6.12.2** On receipt of an email from Cardax, the receiving Plant Protection Officer shall notify the individual's supervisor, or the person in control of the individual, of details supplied by Cardax. This notification shall be by telephone where possible, and by email where it is not possible to contact the relevant supervisor or person by telephone. If email is used, it shall be supported by attempts at telephone contact until an acknowledgement is received.

On receipt of the notification, the supervisor or the person in control of the individual shall escort the individual to Security and shall not allow the individual back on site for a minimum period of 24 hours.

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**6.13 Education and Training Programs**

- 6.13.1** The Fitness for Work policy shall be supported by information, education and training programs.
- 6.13.2** Information, education and training programs shall raise employee awareness of significant fitness for work issues (including fatigue, stress and the inappropriate use of alcohol and drugs) and available assistance programs.
- 6.13.3** Managers, supervisors and other appropriate staff shall receive appropriate training in the recognition, management and referral for assistance of any concerns relating to fitness for work.

**7.0 ATTACHMENTS**

Nil