



Fitness for Work Policy and Procedure



Codmah has a duty of care to ensure that all individuals are fit for work while they are on company sites or undertaking activities on the company’s behalf. We are committed to providing a safe and healthy working environment through a framework of policies and procedures to ensure our compliance with the Work Health & Safety Act 2011 and Regulations 2017 and applicable legislation and Codes of Practice.

CONTENTS

1.0	OBJECTIVES OF THIS POLICY.....	2
2.0	PURPOSE	2
3.0	SCOPE	2
4.0	PROCEDURE.....	3
4.1	To ensure workers are fit and capable.....	3
4.1.1	Signs of Unsafe/Impaired Behaviour	3
4.1.2	Raise Awareness	3
4.1.3	Maintaining systems	3
4.1.4	Subcontractor Management	3
4.1.5	Covid-19 Management	3
4.2	To identify vulnerable individuals.....	3
4.2.1	Employment Terms and Conditions	3
4.2.2	Consultation	4
4.3	Senior Management Approach.....	4
4.3.1	Identifying a worker who is Not “Fit for Work”	4
4.3.2	Training	4
4.3.3	Communication	4
4.4	Strategies to empower workers	4
4.5	Support and Assistance.....	4
4.5.1	Return to Work Procedure	4
4.5.2	Non-work related injury or illness	5
4.5.3	Flexibility	5
4.6	Continued Support and Supervision	5
5.0	RESPONSIBILITY AND ACCOUNTABILITY	5
5.1	Front Line Supervisors are responsible for:	5
5.2	Workers are responsible for:	5
5.3	Senior Managers are responsible for:.....	5
6.0	EXPOSURE TO A POTENTIAL COVID-19 CASE	6
7.0	DRUG AND ALCOHOL MANAGEMENT	6
8.0	CONFIDENTIALITY	6
9.0	DISCIPLINARY PROCEDURES	6
10.0	REFERENCES	7



Fitness for Work Policy and Procedure



1.0 OBJECTIVES OF THIS POLICY

To provide a safe workplace free from illness, injury and the harmful effects of fatigue. Where workers do not pose a risk to themselves and others by presenting for work affected by illicit drugs, inappropriate use of alcohol and medications and where the workforce remain capable of performing their duties throughout their working life.

2.0 PURPOSE

The purpose of this Policy is:

- 1.1 To ensure workers are fit and capable of safely performing their duties without putting themselves or others at risk;
- 1.2 To identify vulnerable individuals, whose condition could result in causing danger to themselves or others;
- 1.3 To ensure Senior Management have the skills and mechanisms to effectively and appropriately deal with individuals in relation to fitness for work issues;
- 1.4 To establish strategies to encourage and empower workers to adopt a proactive approach to managing their health, wellbeing and fitness for work;
- 1.5 To provided support and assistance in obtaining professional care and/or rehabilitation;
- 1.6 To provide continued support and supervision to ensure individuals are fit to return to work.

3.0 SCOPE

This Policy and Procedure applies to all workers of the Company and any person(s) working on site, including subcontractors. The procedure covers any, and all, issues that may impact on a worker's fitness for work including, but not limited to, fatigue, stress, physical wellbeing, medical issues, rehabilitation to work, drugs and alcohol and signs and symptoms associated with Coronavirus (Covid-19).

POL-14 Fitness for Work Policy	Issue date: 02.12.19	Review date: 16.04.20	Version: 1
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Fitness for Work Policy and Procedure



4.0 PROCEDURE

4.1 To ensure workers are fit and capable

4.1.1 Signs of Unsafe/Impaired Behaviour

Unsafe/impaired symptoms may include, but are not limited to, the following:

- Drowsiness or sleepiness
- Alcohol and/or drug odors on the breath
- Slurred or incoherent speech
- Confusion
- Aggressive behavior
- Unexplained mood changes
- Lack of manual dexterity
- Lack of coordination
- Work related accidents or injuries where a reasonable suspicion of substance abuse exists
- Excessive carelessness
- Leaving work area for extended periods or unexplained reasons
- Exhibiting COVID-19 Signs and Symptoms.

4.1.2 Raise Awareness

Raise awareness during company and site inductions, and ongoing communications, that Codmah have a zero tolerance approach to drug and alcohol use during working hours. Site safety rules require workers to present “fit for work” and in a condition to competently perform their duties in a manner that does not threaten the safety or health of themselves and others, or risk damage to plant and equipment or the environment. Communicate regular safety bulletins regarding the changing protocols around COVID-19.

4.1.3 Maintaining systems

Maintain systems for identifying, managing and monitoring fatigue, drug and alcohol and COVID-19 risks.

4.1.4 Subcontractor Management

It is a requirement that Subcontractors ensure their workers are fit and capable of safely performing their duties without putting themselves or others at risk.

4.1.5 Covid-19 Management

A COVID-19 Pandemic Management Plan has been developed to assist fieldworkers and office workers in identifying and managing risks associated with COVID-19 that impede regular work practices with an aim to prevent workplace exposures. The plan sets out protocols concerned with maintaining hygiene, managing suitable standards of social distancing during daily pre-starts, toolbox meetings and how to assess and implement risk control measures where workers are in close proximity and sharing tools and equipment.

Regular communication and consultation with the workforce is maintained via safety bulletins, and site meetings to assist in responding to changes as advised by NSW and Federal Government Health departments and Clients’ specific requirements.

4.2 To identify vulnerable individuals

4.2.1 Employment Terms and Conditions

It is a condition of employment that all workers provide relevant information pertaining to significant health and allergy conditions, in order for appropriate controls to be implemented.

POL-14 Fitness for Work Policy	Issue date: 02.12.19	Review date: 16.04.20	Version: 1
Printed documents may not be current. Ensure currency prior to use	Authorised by: John Murtagh		Page 3 of 7



Fitness for Work Policy and Procedure



4.2.2 Consultation

Make all reasonable efforts, in consultation with workers, and where necessary, their nominated treating professional, to ensure that suitable controls are in place for pre-existing medical conditions.

4.3 Senior Management Approach

4.3.1 Identifying a worker who is Not “Fit for Work”

When it is evident or reported that a worker is identified as being unfit for work the manager should:

- Assess the situation to determine whether prescribed or over the counter medication may be producing their behaviour;
- Assess work duties that may contribute to levels of stress or fatigue;
- Arrange for medical assessment;
- Arrange for testing of alcohol and/or other drugs, if appropriate;
- Arrange suitable transport home or to medical assessment, as required;
- Where practicable, obtain witness statement of incident involving affected worker;
- Inform worker they will be stood down from work pending a full investigation, where appropriate.

If it appears that the worker will need to leave the workplace or worksite, a medical certificate or similar must be produced prior to return to work.

The worker may access sick leave or similar entitlements for absences from work.

4.3.2 Training

Return to work Coordinator training has been completed for a member of the Senior Management Team. Return to work is conducted in accordance with SOP-16 Return to Work Procedure.

Conduct Mates in Construction programs and training.

4.3.3 Communication

Communication channels for reporting to Senior Management are established and maintained in accordance with SOP-13.

4.4 Strategies to empower workers

4.4.1 Access to Services

Encourage workers to access medical and allied health services and assist in breaking down the barriers that prevent individuals from seeking help and minimising the stigma of mental health illness.

4.4.2 Awareness Programs

Participate in the R U OK? Campaign and Mates in Construction.

4.5 Support and Assistance

4.5.1 Return to Work Procedure

Ensure that workers affected by work related injuries are correctly rehabilitated in accordance with the Return to Work Policy and Procedure.

POL-14 Fitness for Work Policy	Issue date: 02.12.19	Review date: 16.04.20	Version: 1
Printed documents may not be current. Ensure currency prior to use	Authorised by: John Murtagh		Page 4 of 7



Fitness for Work Policy and Procedure



4.5.2 Non-work related injury or illness

Employ best practice case management in supporting workers who may not be fit for work due to non-work related injuries or illness and implementing an integrated and coordinated approach between the worker and their nominated treating professionals to ensure best possible outcomes.

4.5.3 Flexibility

Providing appropriate, reasonable, and flexible company work rosters and flexibility around work locations, including living away from home and working from home.

4.6 Continued Support and Supervision

Upon return to work, Supervisors and co-workers need to understand the workers limitations, if still existing, and provide a supportive culture where appropriate controls and ongoing monitoring are implemented.

5.0 RESPONSIBILITY AND ACCOUNTABILITY

5.1 Front Line Supervisors are responsible for:

- Assessing any worker who appears to be, or has been reported as being, unfit for work;
- Seeking to discuss the issues of performance and safety with Senior Management the objective of resolving the concerns;
- Agreeing on action to resolve the concerns associated with fitness for work risks in their respective areas;
- Cooperating in any investigation;
- Following this procedure.

5.2 Workers are responsible for:

- Attending for work in a fit and healthy state;
- Advising management of any condition or medication which may result in them being unfit for work;
- Not attending work under the influence of drugs or alcohol;
- Not driving motor vehicles, or operating plant or machinery while over the legal limit of blood alcohol by any law for operating a motor vehicle, plant or machinery;
- Reporting to their supervisor if, in their opinion, any other worker may be unfit for work;
- Follow all reasonable instructions with regards to their roles and responsibilities in all work activities;
- Cooperating in any investigation;
- Following this procedure.

5.3 Senior Managers are responsible for:

- Provide adequate resources for the effective implementation of this procedure;
- Discuss the concerns, together with the worker, with the objective to identify resolution of those concerns, what support or assistance can be provided and the company's expectations;
- Requesting that the worker provides medical advice in relation to fitness for work;
- Advising/instructing the worker to take leave for a period (rest of day or more), and ensuring that the worker is able to get home safely;
- Maintaining accurate and confidential documentation of events;
- Reviewing this policy and procedure so that it remains current and relevant to the company.



Fitness for Work Policy and Procedure



6.0 EXPOSURE TO A POTENTIAL COVID-19 CASE

It is everyone's responsibility to self-monitor for signs and symptoms of COVID-19 if you suspect possible exposure. Self-Isolate and contact your Doctor if:

- You have a temperature, cough, sore throat, shortness of breath, cold or flu like symptoms;
- Have been in contact with a confirmed case;
- Have returned from overseas in the last 14 days, or been in contact with someone that has returned from overseas.

Workers must immediately contact the HR Manager (9933 5615) as well as their site supervisor if they are unwell or believe they have been exposed to a potential COVID-19 confirmed case.

All workers must report to the HR Manager if they observe another worker is displaying any symptoms.

Site Supervisors must prohibit workers from continuing to work if they are displaying symptoms.

Where a worker has contracted COVID-19, they shall not be permitted to return to the workplace until they provide evidence that they are clear of the virus and fit for work.

7.0 DRUG AND ALCOHOL MANAGEMENT

Drug and alcohol testing will be conducted in accordance with POL-05 Drugs and Alcohol Policy, as deemed necessary by management, for reasons which may include:

- Where there is significant reason to believe that an individual is under the influence of alcohol or drugs;
- For reasons of random testing;
- Where an individual is involved in an accident, incident or near miss;
- Where an individual displays any unsafe behaviour or causes injury to any other person or commits an act of negligence or carelessness or shows disregard for safety;
- Where required by the Building Code 2016.

Failure to submit to a drug and alcohol test will be deemed to be a positive result.

8.0 CONFIDENTIALITY

Confidentiality is vital in promoting the effectiveness of this Policy and Procedure and all reasonable efforts, consistent with safety and legal requirements shall be made to maintain a worker's privacy. Information relating to a worker's fitness for work shall be transmitted, used and stored in a confidential manner.

9.0 DISCIPLINARY PROCEDURES

Should a worker refuse to comply with a request to leave a work location or site, arrange for the worker to be transported home. Arrange to see the worker the next day, or as soon as practicable, and follow normal disciplinary procedures. If the worker is unfit to drive and they refuse transport, Senior Management will, at their discretion, inform the Police.

Non-compliance with this policy, or failure to enforce its requirements, may result in disciplinary action being taken.

POL-14 Fitness for Work Policy	Issue date: 02.12.19	Review date: 16.04.20	Version: 1
Printed documents may not be current. Ensure currency prior to use	Authorised by: John Murtagh		Page 6 of 7



Fitness for Work Policy and Procedure



10.0 REFERENCES

Internal

POL-01 Occupational (Work) Health & Safety Policy
POL-05 Drugs and Alcohol Policy
POL-06 Fatigue Management Policy
FMA-101 Employment Contract Form
POL-07 Return to Work Policy
SOP-13 Consultation, Communication and Participation Procedure
SOP-16 Return to Work Procedure
COVID-19 Pandemic Management Plan

External

Work Health and Safety Act 2011
Work Health and Safety Regulations 2017
Heavy Vehicle (Fatigue Management) National Regulations (NSW)
AS/NZS 4760 Procedure for specimen collection and the detection and quantification of drugs in oral fluid
Privacy and Personal Information Protection Act 1998 No 133

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