



OZSTAFF SAFE@WORK

FIT FOR WORK POLICY

PURPOSE

This policy outlines OzStaff's intention to ensure a safe work place and safe work practices by ensuring that all employees are in a fit condition to perform their work without compromising their own safety, the safety of fellow employees or members of the public.

SCOPE

This policy and procedure applies to all employees, activities and clients sites associated with OzStaff, and includes all employees and contractors and stakeholders.

1. REFERENCES

- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007 Part 2

2. DEFINITIONS

Fit for work

Is the personal state of an employee at work, where the employee is physically and intellectually capable to perform their work at the required level. An employee may not be fit due to illness, tiredness, emotional upset or the effects of prescribed medication or drugs including alcohol

Suspension

Is a decision made by management to prevent an employee from performing their normal work duties. A suspension of duty may or may not entitle the worker to pay for the period of suspension

Investigation

Is a process of obtaining all relevant facts concerning an incident including those presented by the employee. External advice may also be obtained. The investigation shall take place in a timely manner.

Counseling

The process of establishing objectives with an employee and developing an agreement that attempts to ensure that the continuation of the employment relationship to the satisfaction of both parties.

Random Testing

In positions specified in the policy, a random selection of employees could be required to provide a sample for testing for the presence of drugs, including alcohol which may affect performance.

RESPONSIBILITIES

Management

- Shall ensure that adequate resources are allocated to ensure the carrying out of this procedure
- Ensure that all staff are aware of the procedure

Supervisors/Line Management

- As part of the daily function assess each employee for alertness and physical wellbeing to perform their duties safely

Employees

- Shall ensure that they understand and follow the procedure

PROCEDURE

1. Line management as part of their supervision function determine the functional ability of each employee in their jurisdiction at the commencement of and throughout the shift
2. The employee must wear the PPE appropriate for the task being undertaken.
3. An employee who, in the genuine belief of the Company is unfit for work and who represents an Occupational Health and Safety risk to themselves or others (including circumstances where an employee is affected by drugs and/or alcohol), may be stood down from work without pay for the balance of that day or until deemed fit to safely return to work.
4. If serious willful misconduct had occurred termination of employment by summary dismissal may be necessary.
5. At the conclusion of the investigation a counseling session will be called with the worker, who will be entitled to representation. The participation of the workers medical or other advisors will be sought if relevant. Following the counseling session an agreement may be made with the employee to ensure the worker can perform their duties in the future.
6. That agreement will be monitored and the employee evaluated
7. Failure to work in accordance with the agreement may result in termination of employment
8. As part of this policy, alcohol or drugs will not be permitted to be brought onto or consumed on any OzStaff or Client premises without the prior permission of Senior Managers. Failure to comply with this section will likely result in summary dismissal.
9. Any employee found to be trafficking or attempting to traffic drugs to any person while on company premises or while engaged in company employment, whether those drugs are present on the premises or to be provided to the other person off the premises, will be summarily dismissed.

Specific testing may be required as part of employment agreement arising from a counseling session with an individual employee.