



MCS Civil (NSW) Pty Ltd



Murphy Contracting Services

IMS02 1.19 Fitness for Work Policy

Introduction

MCS Civil 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. The Policy promotes fitness for work and how to deal effectively and appropriately with individuals in relation to fitness for work issues.

The purpose of this Procedure is to provide and promote a safe working environment by ensuring all employees are fit to perform their duties without putting themselves or others at risk by;

- Ensuring that an individual whose condition could place her / him "at risk" of causing a danger to self or others does not return to work until the individual is fit to return to employment and is provided optimum support and supervision to minimize future risks.
- Identifying impaired individuals and providing assistance in obtaining care and /or rehabilitation for impaired individuals
- Ensuring impaired individuals are fit for employment upon return to work

Scope

This procedure applies to all workers of the Company and any person(s) working on or visiting the operating site. The procedure covers any and all issues that may impact on fitness for work including, but not limited to, fatigue, stress, physical wellbeing, medical issues, rehabilitation to work, drugs and alcohol.

Definitions

Drugs – Any prescription, non-prescription or illicit drugs which may create a potential for risk to an individual or others

Signs of Unsafe/Impaired Behaviour - unsafe/impaired symptoms may include, but are not limited to, the following:

- Drowsiness or sleepiness
- Alcohol and/or drug odours on the breath
- Slurred or incoherent speech
- Confusion
- Aggressive behaviour
- 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



MCS Civil (NSW) Pty Ltd



Murphy Contracting Services

Roles & Responsibilities

Managers are responsible for:

- Assessing any worker who appears to be, or has been reported as being, unfit for duty
- Following this procedure
- Discuss the concerns together with the person with the objective to identify resolution of those concerns, what support or assistance can be provided and the company's expectations;
- Seeking to discuss the issues of performance and safety with the objective of resolving the concerns;
- Requesting that the person provides medical advice in relation to fitness for work;
- Agreeing to action to resolve the concerns;
- Advising/instructing the person to take leave for a period (rest of day or more), and ensuring that the person is able to get home safely
- Maintaining accurate and confidential documentation of events

Workers are responsible for:

- Not attending work in a manner which may put themselves or anyone else at risk
- 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

Procedure

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;

If it appears that the worker will need to leave the 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.

Should a worker refuse to comply with this procedure, arrange for the worker to be transported home. Arrange to see the worker the next day and follow normal disciplinary procedures. If you feel the worker is unfit to drive and they refuse transport, inform the Police immediately.



MCS Civil (NSW) Pty Ltd



Murphy Contracting Services

Disciplinary procedures

Non-compliance with this policy, or failure to enforce its requirements, may result in disciplinary action being taken. Ensure that workers are aware of and understand this.

Confidentiality

Confidentiality is vital in promoting the effectiveness of the procedure and all reasonable efforts, consistent with safety and legal requirements must be made to maintain an individual’s privacy. Information relating to an Individual’s fitness for work must be transmitted, used and stored in a confidential manner.

References

Work Health and Safety Act (and associated Regulations)

Authorised by: Roy Hendy

Signature: 

Date: 6 January 2021

DOCUMENT CONTROL

Version:	1
Approving Authority:	Corporate H&S Manager
Date Approved:	06.01.2021
Review Date:	Approval Date + 1 years
Restriction:	Controlled
Document No:	IMS021.21

Flowchart Fitness for work

