FIT FOR WORK OPERATIONAL PROCEDURE AND POLICY

PROCEDURE: SS9.0	TITLE: FIT FOR WORK PROCEDURE AND POLICY

1. OBJECTIVE

The Fit for Work procedure and policy is used to ensure that Southern Plant Hire fulfils its obligations under the Victorian Occupational Health and Safety Act 2004 and to ensure the health, safety and welfare of its employees and others by ensuring all workers are fit for work.

This will be achieved by:

- Providing education and awareness of factors affecting the workers ability to perform in a safe manner.
- Monitoring the compliance and enforcement of this policy and its procedures, including fatigue management and possible drug and alcohol testing.
- Providing effective, fair and constructive procedures for dealing with staff and stakeholders who are unfit for work
- Ensuring that people who are dependent on drugs or alcohol are not discriminated against for seeking assistance to overcome the dependency and that request for assistance or subsequent support is provided in confidence.
- Providing appropriate assistance to overcome problems that could impact fitness for work.
- Providing guidelines/inductions to sub-contractors on their responsibilities and obligations regarding onsite safety.
- Informing all staff, visitors, and sub-contractors that they may be subject to drug and alcohol testing on customer work sites and must abide by site OH&S procedures and policies.

This procedure applies to:

- All employees working either at the company premises or at any external location.
- All employees/operators in the control of company owned vehicles, plant or company owned asset(s).
- Sub-contractors working at client-controlled work sites.

2. POLICY STATEMENT

Southern Plant Hire is committed to providing a safe work environment for all its employees and others within the workplace. By encouraging all individuals to be “fit for work” through a process of education, awareness, assistance, counselling, and direct action.

Southern Plant Hire has a responsibility for the provision of a safe, healthy, and productive workplace. This means that employees/sub-contractors also have a duty as individuals to maintain personal ‘fitness for work’

Employees/sub-contractors are required to attend work in a good physical and mental condition, so duties are performed in a safe, efficient, and productive manner. Employees/sub-contractors should be aware that certain factors may affect fitness for work and impact their ability to work safely.
Factors may include:

- General health and fitness
- Secondary employment
- Recreational activities and sport
- Medications
- Insufficient sleep/fatigue
- Excessive work hours/demands
- Injury or illness (work or non-work related)
- Consumption of alcohol or other drugs
- Personal factors (e.g., psychological, psychiatric issues, family issues or illness)

Any employee/sub-contractor who attends work in an unfit state is operating outside of the companies' policy and may be subject to counselling or disciplinary action depending on the degree of awareness of the risk to safety.
Southern reserves the right to stand down any employee or sub-contractor its suspects of being unfit for work. This may also require the affected worker presenting themselves to a medical practitioner prior to the continuation of duties.

3. PROCESS

3.1 Assessment for fitness of work

There is a clear expectation that all employees and sub-contractors will arrive for and return to work or site in a competent state and not be affected by drugs and/or alcohol when working.

3.1.1 Employees

Managers and Team Leader are responsible for the initial assessment of an employee's fitness for work. Upon becoming concerned about an employee's ability to work in a safe manner they are required to take prompt action to either stand down the employee or report the matter. Ensuring that the matter be dealt with in a sensitive and respectful manner more of a safety issue rather than as disciplinary act.
The employee should be stood down from duties and a private discussion take place to ascertain the cause of the problem. The formality of this meeting should be dependent on the individual circumstances. i.e., if the employee is suffering sickness or injury then a simple direction to go home sick may be sufficient but if the Team Leader or Manager has reason to believe that the employee is unfit for work due to a breach in policy then disciplinary investigation should be initiated.

Possible warning signs

- Lethargy

- Struggle to complete tasks
- Out of character behaviour (e.g., irritability/aggression, vagueness)
- Apparent lack of attention or concentration
- Smell of alcohol/drugs on the employee
- Obvious illness or injury (e.g., flu like symptoms, limping)

Remember that an employee attending work when ill is probably being conscientious and not intending on putting others at risk. The Team Leader/Manager must in these instances assess the individual circumstances and weigh up any risk.

Appropriate actions may include:

- Having the employee have a short break
- Sending or driving the employee home
- Driving the employee to a doctor or to the hospital
- Calling and ambulance if the severity of their condition warrants

3.1.2 Sub-contractors

If there is a suspicion that the operators/sub-contractor is not fit for work:

- Talk to the operator. Ascertain the issue or collect as much information as possible to make an informed decision.
- If unable to resolve the issue and there is a risk of injury or accident, then approach the site supervisor /foreman with your concerns.
- If you believe that the site manager/foremen/ leading hand has not instigated an appropriate risk-based assessment and action, then it may require escalation to senior management.

Remember: Decisions and actions should be made with safety as the priority.

3.1.3 Alcohol & Drug Testing

The principal contractor may require sub-contractors to undergo drug and alcohol testing in compliance with the *Australian Building and Construction Commission's* fitness for work policy.

The presence of drugs and alcohol in a worker's system may be detected using any objective medical testing method (breath, saliva, urine, etc.)

There is a zero-level tolerance for drugs and alcohol, and a requirement that all the following substances be tested for:

(i) Alcohol

(ii) Opiates
(iii)THC
(iv) Cocaine
(v) Benzodiazepines
(vi) Amphetamines; and
(vii)Methamphetamine

Any person who returns a positive result for any of the substances listed above will be deemed unfit to work. Workers will be prevented from performing work until they can return a negative test result under the same objective testing conditions.

4. RESPONSIBILITIES

4.1 The General Manager will:

Ensure the implementation and adherence of the Fit for Work Policy and Procedure and ensuring its relevance to the companies operating activities.

4.1.2 The Senior Management Team will:

Ensure the provision of this policy are implemented and function throughout the organisation and ensure adequate resources are allocated.
Ensure all employees and sub-contractors are aware of their responsibilities and are provided with adequate information, instruction and/or training.
Ensure compliance with the procedure.
Ensure the provisions of confidentiality are adhered to
Ensure all suspected breaches of the policy are reported to the General Manager
Treat all breaches of this policy seriously and support the parties in resolving the breach.

4.1.3 Team Leaders/ territory Managers/ administration Staff

Support management in their efforts to make all employees aware of, and understand, The Fit for Work Policy, the Fit for Work Procedure, and the provisions therein.
Ensure the provisions of confidentiality in this procedure are adhered to.
Assess the performance of all team members and sub-contractors where practicable.
Address concerns or issues relation to the Fit for Work Policy and Procedure and to proactively ensure the health and safety of all employee and sub-contractors
Ensure support is provided to employees who request/require assistance with issues around substance abuse appropriate
Discreetly report suspected breaches of this policy to their Team Leader/ manager/Director and see k advice of management
Assess the risk of an intoxicated person remaining in the workplace or on the work site and act according to the Policy and Procedure.

4.1.4 EMPLOYEES (Including sub-contractors)

Report to work in a fit state, unimpaired by any substance, including when they return to work following scheduled breaks.

Ensure the law is adhered to in relation to the possession and consumption of substances including alcohol

Ensure the provisions of confidentiality in this procedure are adhered to

Advise their supervisor /Southern Plant Hire representative if they or any other employee/sub-contractor, is known to be, or suspected of being, unable to perform their duties due to the effects of drugs and /or alcohol.

Question their Doctor/Pharmacist regarding possible effect, or side effect, if any of their medications may have on work and/or safety performance.

Recognize that performance of their duties could be affected by alcohol or drugs and instigate appropriate risk control measures.

Not undertake duties if their ability to perform their duties safely, competently, and professionally is affected by alcohol or drugs

Observe all directions from their supervisor regarding this policy

Not possess, distribute, or otherwise consume any prohibited substance, or deliberately misuse substances, during work hours or when operating company assets

5.0 TRAINING

Southern Plant Hire will educate/ inform /train and provide awareness to all employees and sub-contractors of the dangers associated with dug and/or alcohol use in the workplace.

6.0 EFFECTS OF CHEMICAL SPECIFIC SUBSTANCES

6.1 Depressants These drugs (benzodiazepines, barbiturates, sedatives, opiates, cannabis) decrease alertness by slowing down the activity of the central nervous system. In small doses these drugs produce general feelings of calmness, relaxation, drowsiness, or stupor. In larger quantities they produce deep sleep. Some depressants can have even more dangerous effects in larger doses giving rise to rage reactions, emotional depression, impaired motor co-ordination, coma and even death.

6.2 Stimulants These drugs (examples include amphetamines, cocaine) increase the body's state of arousal by speeding up the production of nerve impulses. Effects of usage include excessive activity, irritability, argumentativeness, nervousness, euphoria, insomnia and possibly violence, delusions, and hallucinations. Larger doses can cause seizures and death from muscle spasm.

6.3 Hallucinogens This category includes drugs with varying degrees of depressant and/or stimulant actions. The main effect is to distort a person's perceptions of what is occurring in real life by disruption of sensory input to the brain. Severe motor dysfunction and auditory/visual hallucinations occur and can be followed by severe emotional disturbance. These drugs include LSD (trips), Bromo-DMA, PCP ("Angel Dust"), STP, Mescaline, NMMA ("Ecstasy") and Psilocybin ("Magic Mushrooms").

6.4 Cannabis Marijuana, hashish and hashish oil all come from the hemp plant, "Cannabis Sativa". The main compound in cannabis which produces a "high" is called THC (Delta-9 tetrahydro cannabinol). Although considered chemically distinct from hallucinogens, THC is also regarded as a hallucinogen because it produces euphoria and loss of inhibitions in small doses; this later changes to calm, reflective feelings and sleepiness. Large doses of THC through the use of hashish or hashish oil (up to 60% THC compared to the 8% for marijuana) can cause loss of motor skills, hallucinations, confusion and emotional stress. THC is also soluble in fatty tissue and, depending on use, can build up within the body. This can be released back into the blood stream causing possible re-intoxication up to three weeks after last use. Regular users of cannabis may also find that they begin to lose energy and drive, suffer memory and learning problems.

7.0 COVID-19 & VARIANTS

Southern Plant Hire is committed to managing the threat posed by COVID-19 and its variants by implementing the following measures in the workplace:

(i) where practicable, each person in the workplace is required to maintain a minimum distance of 1.5 meters from others

(ii) mandatory use of face masks in the office to minimize potential exposure

(iii) frequent cleaning and if appropriate, disinfecting the workplace (including furniture, equipment and other items)

(iv) persons entering the workplace are required to check in using the Service Victoria QR Code app

(v) persons entering the workplace must also undergo a contactless temperature check and submit results on the register

(vi) each person in the workplace is required to practice appropriate hygiene measures such as regular hand sanitization and minimizing touch points

(vii) minimizing face to face meetings and group gatherings in the workplace

(viii) abide by the mandatory vaccination requirements for all people working in the Building & Construction Industry

(ix) any worker displaying potential symptoms must self-isolate immediately and only return to the workplace once they receive a negative test result. Clinical symptoms of the disease include the following symptoms:

- a temperature of 37. 5°C or more
- night sweats
- chills
- coughing
- shortness of breath

- sore throat
- loss of taste
- loss of smell

COVID-19 References

Due to the dynamic nature of COVID-19 and its variants, Southern Plant Hire constantly monitor the latest information released by the Victorian Government to ensure an up-to-date COVID Safe Plan. (https://www.coronavirus.vic.gov.au/covidsafe-plan)

New safety measures may be used pending changing circumstances.

In the case that an employee or sub-contractor tests positive to COVID-19 or is a close contact of someone who has, they are advised to follow the COVID-19 checklist as outlined on the Victorian Government website (https://www.coronavirus.vic.gov.au/checklist)

8.0 AUTHORISATION

General Manager
Peter Emmett

Signature: _____ Date:_____

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1.1	ME	Authorized	PE	PE	13/01/22