



# Fitness for Work Booklet

Owner: Dragline Cleaning Services Pty Ltd Pty Ltd

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## 1 Policy

Dragline Cleaning Services Pty Ltd is committed to creating and maintaining a safe working environment for all Dragline Cleaning Services Pty Ltd employees. The company recognises that fatigue, stress, illness and alcohol or drugs can all potentially affect an individuals' physical and psychological performance.

In accordance with the Company's commitment to occupational health and safety, individuals who are unfit for work may be required to discontinue the work they normally perform and may be required to leave the workplace.

DCS has a standard whereby the presence of alcohol or drugs is unacceptable on any site. Detection levels are set accordingly.

## 2 Objectives

- Comply with all applicable laws, regulations and standards
- Develop fit for work programs that are commensurate with the risks associated with the work activities of individual projects and sites.
- Raise awareness of physical and psychological conditions such as fatigue, illness, alcohol or drug use which may prevent an individual from performing duties in a safe manner.
- Evaluate and where appropriate use scientifically validated techniques for determining fitness for work.

## 3 Obligations and Responsibilities

### 3.1 General Duty of Care Obligations

All managers, supervisors, employees have a duty of care to ensure their own health and safety at work and avoid adversely affecting the health and safety of any other person at work through any act or omission.

Managers and supervisors have an obligation to provide employees with:

- safe premises, plant and equipment
- safe methods of work
- Training and supervision

Employees have an obligation to follow the directions of the employer in respect of health & safety matters.

#### 3.1.1

#### 3.1.2 Managers have a responsibility to:

- ensure statutory compliance with relevant laws, regulations and standards
- ensure suitable disciplinary and counselling procedures are implemented
- attend work in a condition in which he/she is fit to perform normal duties or not attend or remain at the workplace if unfit for work.

### 3.1.3 Supervisors Have a responsibility to:

- assess employee's fitness for work at the commencement and throughout the duration of the work periods
- act promptly whenever circumstances identify that an employee is unfit for work and document all these occurrences.
- Refer employees to counselling or appropriate programs as deemed necessary
- attend work in a condition in which he/she is fit to perform supervisory duties or not attend or remain at the workplace if unfit for work.

### 3.1.4 Employees have a responsibility to:

- present for work in a condition in which he/she is fit to perform normal duties
- not attend or remain at the workplace if unfit for work
- before the commencement of work notify their supervisor where they are on a course of medication and work performance is likely to be compromised or they may pose a risk to themselves and/or other employees
- notify their supervisor immediately where there are concerns regarding the fitness of other persons.

## 4 Fitness for Work

Dragline Cleaning Services Pty Ltd has a duty of care to ensure that all persons are fit to be engaged in activities in its workplaces. Physical and psychological conditions such as fatigue, grief, stress, and illness as well as drugs and alcohol can result in reduced fitness for work. BBIS seeks to reduce individual and organisational exposure to the potentially harmful consequences of conditions or substances which reduce fitness for work.

### 4.1 Fatigue and Illness

- Managers and supervisors should be prepared to manage employees suffering from fatigue and illness.
- Transportation home or accommodation will be organised for persons who are unable to continue work because of fatigue.
- Where an employee reports that they are suffering from an illness or medical condition while at work, the normal workplace procedure for illness at work should be invoked. Appropriate transportation will be organised for ill persons.
- Employees must comply with work hour limits.
- Employees are advised to travel during daylight hours.
- Accommodation is provided after a long shift and employees advised to stay overnight rather than travel.
- Drivers are advised to take a break every two hour and to share the driving.
- Drivers are encouraged to drive with their lights on.

### 4.2 Grief or Stress

Managers and supervisors should be prepared to manage situations where grief, stress or some other psychological disturbance renders an employee unfit for work. If the situation arises that an employee expresses or shows signs of grief or over whelming stress management should be prepared to offer assistance to the employee.

Transportation home should be considered for persons suffering from grief or stress.

(Note - When considering options to assist employees with grief or stress the following types of actions may be appropriate:

- offering leave
- referral to appropriate counselling services
- alternative rostering arrangements

### 4.3 Drugs and Alcohol

Managers and Supervisors should be prepared manage situations where legal or illegal drugs and/or alcohol use renders an employee either unfit to perform normal duties or in some circumstances unfit to remain in the workplace.

The use of alcohol or illegal drugs or the possession of illegal or unprescribed drugs in the workplace is prohibited and will not be tolerated by DCS.

Furthermore, drug or alcohol dependency is recognised as a treatable medical condition, and Dragline Cleaning Services Pty Ltd encourages those employees who may be affected to seek assistance from appropriate organisations or support groups.

It is envisaged that consultation will occur to ensure the effective implementation of the procedures for drugs and alcohol in the workplace and to jointly seek co-operation and commitment from all employees to ensure success.

Procedures to be implemented to address drug and alcohol matters in a fitness for work program should include provisions designed to protect the privacy of employees and the confidentiality of results.

### 4.4 Drug and Alcohol Limits for Dragline Cleaning Services Pty Ltd Workplaces

Alcohol Limits (per 100 ml of Blood) 0.01g or 0.00% BAC

Drug Limits (AS4308-1995 - Urinalysis)		
Amphetamine related compounds drugs	1000	ug/l
Cannabinol - THC and related compounds	50	ug/l
Cocaine	300	ug/l
Opiates (Heroin)	300	ug/l

### 4.5 Doctor Prescribed and Pharmacy Medications

It is recognised that employees are required to take medication as prescribed by a doctor or as medication obtained over the counter from a pharmacist. Some of these medications could cause impairment and reduce an employee's fitness for work.

Each employee has a duty of care to ensure that any medication taken is done so according to instructions from the doctor, pharmacist or information included in or on the packaging of the medication. Where restrictions to driving or operation of machinery or warnings of drowsiness are advised this information shall be disclosed to a work supervisor so that suitable duties can be considered prior to the start of work.

Furthermore, some medications containing amphetamines, codeine phosphate, morphine or synthetic narcotics are detected by drug testing. Testing personnel should be able to advise if

medications will show positive. Information related to doctor prescribed and/or pharmacy medications will be treated confidentially and only be used to consider suitable duties. If a doctor prescribed, or pharmacy medication causes a positive drug test a laboratory test should be conducted to confirm this result.

### 5 Methods for Assessing Fitness for Work

The use of objective measures such as performance assessment testing and drug and alcohol testing can be a valuable adjunct to a fitness for work program. While both techniques have advantages and disadvantages there are two reasons to adopt some form of fitness for work assessment. Firstly, testing provides supervisors with an objective rather than subjective method of identifying individuals who may be at risk and unable to perform their work duties safely and secondly, the scrutiny and possible negative consequences afforded by testing programs acts as a significant deterrent.

#### 5.1 Drug and Alcohol Testing

While not specifically assessing impairment of an individual, drug and alcohol testing can identify at risk individuals. It is useful in that it can determine exposure to substances which could impair work performance.

Depending on workplace risks there are a variety of methods that can be used in combinations when integrating drug and alcohol testing into a fitness for work program.

#### 5.2 Challenge as to Fitness

Any employee who has reason to believe that a supervisor or a fellow employee is under the influence of a drug or alcohol, should immediately notify a supervisor.

A drug and alcohol test may be used to determine fitness for work.

If the person is found to have a blood alcohol concentration or drug level at or above the limits for DCS workplaces, then they shall be managed via the relevant workplace disciplinary and rehabilitation procedures.

#### 5.3 Testing as to Cause

Testing for cause may occur in cases where an act or an omission by a person may have been a contributing factor to an accident.

If the person is found to have a blood alcohol concentration drug level at or above the limits for Dragline Cleaning Services Pty Ltd workplaces, then they shall be managed via the relevant workplace disciplinary and rehabilitation procedures. The outcome of the test will be noted in the accident report. (e.g. positive for alcohol, positive for drugs, positive prescription drugs). No specific level or specific drug will be noted in the accident report.

### 5.4 Random Testing

If not using a performance assessment test, random drug and alcohol testing may be conducted at any time in a workplace. A system should be developed to randomly select personnel to be tested. If the person is found to have a blood alcohol concentration or drug level at or above the limits for Dragline Cleaning Services Pty Ltd workplaces, then they shall be managed via the relevant workplace disciplinary and rehabilitation procedures.

### 5.5 Voluntary Testing

Employees will have the opportunity by arrangement to self-test “without prejudice.” In the event an individual notified his/her respective supervisor that he/she will not be commencing work through non-compliance, then that employee will be managed via the relevant workplace disciplinary and rehabilitation procedures.

### 5.6 Important Additional Notes on Testing

These notes should be read in conjunction with the Challenge as to Fitness, Testing for Cause and Random Testing sections:

- An individual may at his/her own expense request a medical practitioner of his/her own choosing to arrange an analysis of any sample collected by or on behalf of Dragline Cleaning Services Pty Ltd at an approved confirmation laboratory. A portion of the sample provided to the tester will be sealed and given to the individual with appropriate chain of custody documentation. The individual will be required to sign a receipt for the sample.
- Gas Chromatography /Mass. must confirm all positive drug test results

#### 5.6.1 Spectrometry (GC/MS).

- If any confirmation test is negative, the individual will be considered fit for work and will be paid for all the time off work and any related costs. Any reference to the earlier tests will be removed from his/her personnel file.

### 5.7 Management of Rehabilitation and Discipline

Rehabilitation and disciplinary procedures with respect to the fitness for work policy are to be implemented at each Dragline Cleaning Services Pty Ltd workplace.

It is advised that where in the opinion of management or supervision or as the result of performance assessment testing or drug and alcohol testing a person is deemed unfit for work the following guidelines should be considered:

- exclusion from the workplace and arrangement of transportation home
- notification of the police if a person attempts to drive home with a BAC at 0.5% or greater
- referral to appropriate counselling and rehabilitation measures.
- suitable and safe alternate duties where positive tests are as a result of doctor or pharmacy prescribed medications
- disciplinary action

Any actions should be documented and placed on the individual’s personnel file.



## 6 Conclusion

The policy and procedures for fitness for work are not intended to include or pre-empt every possible scenario that may be encountered in the course of administering a fitness for work program. It should be read and administered in the context of due prudence and reason.