



**ELECTRICAL
CONTRACTING
PTY LTD** AU26726



**ACCREDITED
MASTER
ELECTRICIAN**

FITNESS FOR WORK POLICY

The Business is committed to providing and maintaining a safe and healthy place of work, this policy sets out the responsibilities of all workers and others working on our sites concerning a worker's fitness for work.

The electrical industry is a high-risk industry. Given the hazards that are inherent to this work it is essential that workers do not jeopardise their own safety and the safety of others if they are not in a fit state to carry out their duties safely.

It is essential that all persons are in a fit state to carry out their duties.

"Fitness for Work" or "Fitness for Duty" refers to an individual's state, whether physical, mental and/or emotional, in which enables an individual to perform an assigned task competently and safely. An individual's fitness may be adversely affected for a variety of reasons, including:

- Physical impairment
- Medical conditions
- Emotional state
- Fatigue
- Stress
- Alcohol
- Drugs

It is the personal responsibility of all workers to, in the first instance, monitor their work performance by considering whether any condition they are experiencing may place their ability to work safely, without jeopardising, the safety of themselves, others or the general public at a greater risk. Workers should, at a practicable opportunity, raise their concerns with their on-site supervisor.

Workers are not to perform work for The Business if they are reasonably suspected not to be in a fit state to do so.

While observations are not necessarily determinative of a person's fitness for work there are common examples of behaviour that can be used to establish a reasonable suspicion of fitness. Factors or symptoms to be considered when a worker appears to be unfit for work will include:

- amount of overtime recently worked,
- speech patterns (eg, slurring words),
- number of hours between work cycles, including consecutive days off,
- smell (someone under the influence of alcohol may smell of liquor),
- cognitive ability (has the worker been observed to be stumbling or 'drifting' while walking),
- uncharacteristic behaviour changes including agitation, aggression,
- lethargy,
- impaired mental processing,
- involuntary nodding off or waves of sleepiness

The worker's Supervisor will determine whether they are able to work safely and are fit for duty. The Supervisor should consult with the person, and their representative, to determine whether the person is considered to be in a fit state to carry out his or her duties.

A decision on the worker's immediate capacity to work must be reached. If it is reasonably suspected that the worker is not fit for work that person may return home on leave (e.g. sick leave). The person must not be allowed to drive if, in the opinion of the Supervisor, it would be a danger to that person or others to do so.

Depending on the circumstances, the person may be required to report to work the next day. Management may request the worker to undergo a health check to confirm their fitness to return for duty.

Management or their nominated representative must be notified.

S & K Electrical Contracting Pty Ltd

Director/Partner/Principal: _____

A handwritten signature in black ink, appearing to be 'A. Smith', written over a horizontal line.

Date: 01/07/2020

Policy Review Date: 01/07/2021