

This procedure comes from the following departmental process: WHS-AP Workplace Health and Safety - Apprentice

Purpose

The purpose of this procedure is to encourage the principles behind good health and an all-round general fitness for all workers of GTNT in the workplace. Workers must take all reasonable and practicable steps to ensure their own health and safety, and that of any other person who may be affected by their acts or omissions at the workplace.

Fitness for work encompasses a range of factors which may include (not limited to): fatigue, stress, physical and mental fitness and the effects of substances including alcohol and other drugs.

This procedure also provides guidance and support to assist in the event a workers 'fitness for work' presents a work health and safety concern.

Definitions

Act – Work Health and Safety (National Uniform Legislation) Act and Regulations 2011

Alcohol and Other Drugs - This refers to alcohol, illegal drugs, medication, or any other substances which will impair an individual's ability to perform safely.

Fatigue - Fatigue is characterised by a reduction in alertness or a reduction in the ability to perform safely that may result from:

- Too little or poor quality sleep;
- Extended periods of carrying out mentally or physically demanding work.

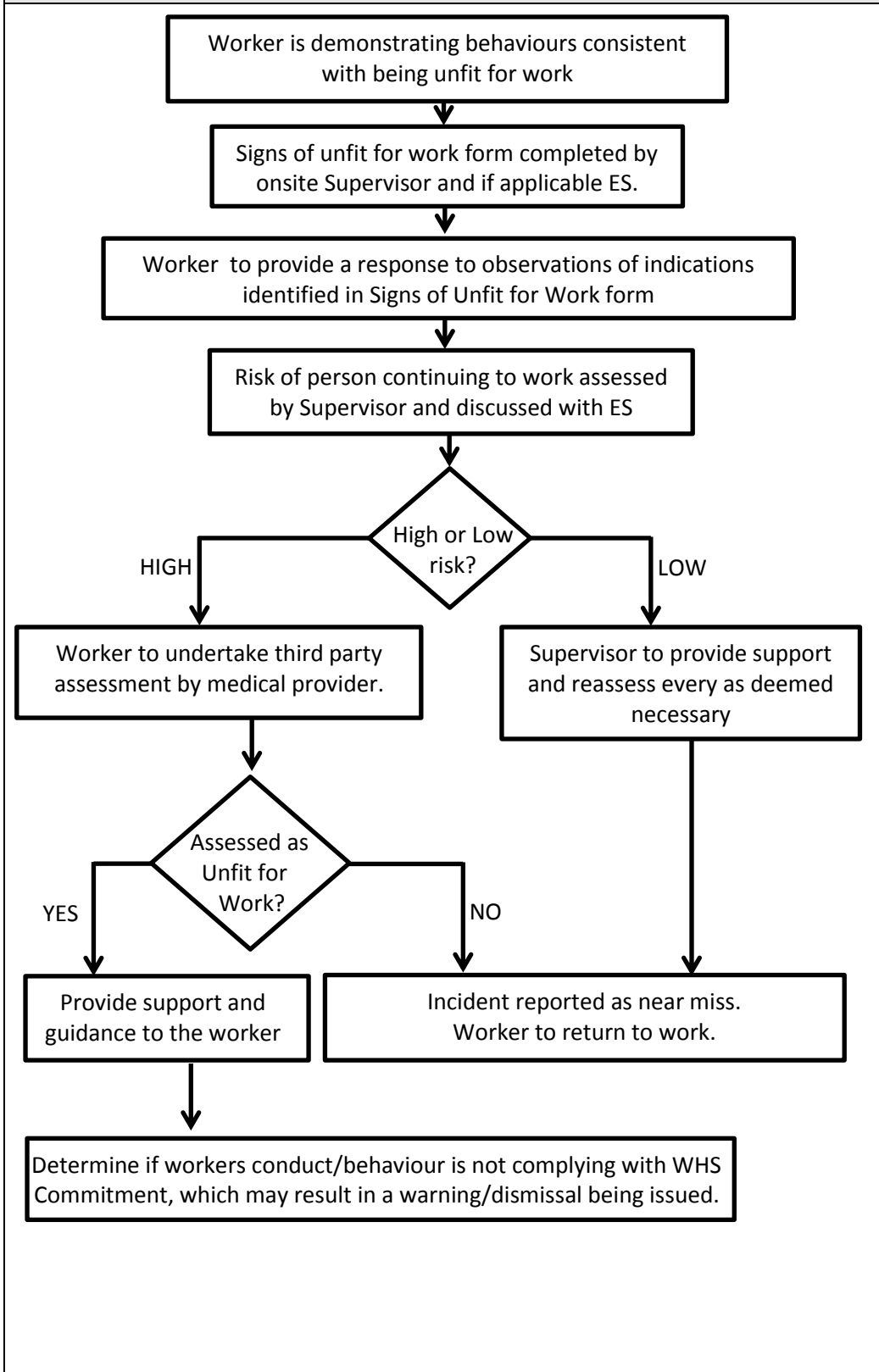
Fitness for work – To be considered fit for work apprentice/trainee must present for work in a fit state (physical, mental and emotional) which enables them to perform assigned tasks competently and in a manner which does not threaten the safety or health of themselves or others. This means being free from the effects of alcohol, drugs, fatigue, and other things such as stress that can reduce concentration and performance.

Third Party Provider/Assessment - External service provider to conduct fitness for work assessment which will be inclusive of drug and alcohol testing.

Worker – A worker is anyone who conducts work for GTNT which includes Apprentices, Trainees, Labour Hire and VTEC. Direct employees of GTNT will refer to WO005 Fitness for Work – Staff procedure.

Supervisor – A supervisor is the person who is directly supervising the worker at the workplace

Process Flow

Process Flow	Additional information
 <pre> graph TD A[Worker is demonstrating behaviours consistent with being unfit for work] --> B[Signs of unfit for work form completed by onsite Supervisor and if applicable ES.] B --> C[Worker to provide a response to observations of indications identified in Signs of Unfit for Work form] C --> D[Risk of person continuing to work assessed by Supervisor and discussed with ES] D --> E{High or Low risk?} E -- HIGH --> F[Worker to undertake third party assessment by medical provider.] E -- LOW --> G[Supervisor to provide support and reassess every as deemed necessary] F --> H{Assessed as Unfit for Work?} H -- YES --> I[Provide support and guidance to the worker] H -- NO --> J[Incident reported as near miss. Worker to return to work.] I --> K[Determine if workers conduct/behaviour is not complying with WHS Commitment, which may result in a warning/dismissal being issued.] G --> J </pre>	<p>Refer to WHS-AP002-01 Signs of Unfit for Work form</p> <p>Host Business to contact ES and advise. ES to clarify the situation and provide WHS-AP002-01 Signs of Unfit for Work form.</p> <p>Low Risk – Support may consist of:</p> <ul style="list-style-type: none"> • Light duties • Alternative tasks • Take a rest break • Resuming work next day • Awareness training (hard hat chats) <p>High Risk - Support and guidance may consist of:</p> <ul style="list-style-type: none"> • Counselling • Allowing LWOP, AL or SL for agreed period of time • Suspension to allow suitable time for recovery* • WHS Commitment – Action Plan

Responsibilities

All workers are responsible for managing their own fitness for work. They also are required to communicate with their supervisor if they feel that a member of their team is not effectively managing their personal fitness for work.

Supervisors are responsible for the safety of all workers in the workplace (including staff, contractors, visitors and themselves). If they recognise behaviour that suggests a worker of GTNT is not fit for work they must either notify the responsible Employment Specialist (ES) as soon as practicable or complete WHS-AP002-01 Signs of Unfit to Work Form (depending on severity of the situation). Based on the outcomes of the form, this will determine the next appropriate step to follow. See heading below – Signs of unfit to work.

Awareness and Training

If a worker does not feel comfortable with their knowledge on how to effectively manage their personal fitness for work they can request a training session which will provide them guidance on the area that they require further information on.

Oz Help Hard Hat Chats are a short (15-30 min) sessions that allow for an opportunity to increase awareness and an opportunity to ask questions to confirm participants understanding. These sessions are free of charge and can be provided to any worker by the ES or WHSE & Projects Officer.

Unfit for work signs

WHS-AP002-01 Signs of Unfit for Work form is required to be completed prior to approaching the worker. The supervisor may stand down the worker to ensure a safe work environment whilst completing the Signs of Unfit for Work Form.

This form will provide guidance as to whether the behaviour demonstrated is of a high or low risk and will allow for a determination to be made for the next step required.

If you determine that there is more than one sign that indicates that the worker may not be fit for work this must be explained in your observations to the worker and request an explanation/response. This should be undertaken in a discrete manner, away from other employees.

Judgment or accusation of the workers wellbeing must not be made. This approach is to allow for an open discussion to ascertain the reason for the signs of being unfit for work.

Subject to the workers' response, the supervisor can then determine the level of risk in the context of the job being undertaken, the nature of the problem, and the work environment, by asking the questions on the Signs of Unfit for Work form.

Assessing the risk

If after careful consideration of the relevant factors it is determined that the evidence is inconclusive, or you are satisfied with the workers response and it is deemed a low risk to the health and safety of the worker, no further action will be required. A record of the conversation and form to be filed, then monitor the situation (if required).

If the risk assessment indicates a **low risk**, the worker is to be provided with support and guidance to ensure all measures are taken to assistance the worker to return to work and eliminate/reduce the risk of the signs of being unfit for work. Low risk support and/or guidance may include (but not limited to):

- Temporary light duties
- Temporarily allocate alternative tasks
- Taking a rest break
- Resuming work next day
- Increase awareness by providing further training (hard hat chats)
- EASA services
- Fitness for Work – Action Plan

If the risk assessment suggests the worker and others may be at a high risk for their safety, immediate action must be taken. The worker must obtain a third party assessment by calling the relevant medical provider.

Medical Providers:

Darwin.

Top End Work Fit Liaison
08 8930 4900 or 1300 4 Doctor
Stuart Park | Casuarina | Rosebery

Katherine Region

Drug and Alcohol

Katherine Pathology (Western Diagnostic)
08 8972 2539
36 First St, Katherine

Pre-Employment & Fitness for Work

Gorge Health
08 8963 6200
36 First St, Katherine

Tennant Creek.

Central Australia Health Service
Northern Territory Government
Ground floor, Tennant Creek Hospital, Leichhardt Street entrance, Tennant Creek
PO Box 1364, Tennant Creek, NT 0861
p ... 08 8962 4633
f ... 08 8962 4655

Alice Springs.

Company Name: JobFit
Contact Number: 08 8995 2555
Physical Address: Suite 4, 28 Railway Tce, Alice Springs NT 0870

If urgently Bath St are normally quicker to get into.

Company Name: Bath St Family Medical Centre
Contact Number: 08 8952 2000
Physical Address: 69 Bath St, Alice Springs NT 0870

Consideration of safe transportation of the worker must be taken. A supervisor must transport the worker to the appointment and/or home or contact GTNT to arrange taxi fare payment or ES to assist with transportation (if available to do so).

If outside of business hours or regional (remote) location, host business has the responsibility to ensure the safe transportation of the worker.

The assessments will be initially paid by GTNT. However the cost of the fitness assessment will be on charged in the following circumstances:

- To the host business if the worker returns with a (clear) negative fitness assessment result.
- To the worker if the fitness assessment turns with a positive fitness assessment result.

If the risk assessment indicates a **high risk**, the worker is to be provided with support and guidance in the first instance to ensure all measures are taken to assist the worker to return to work and eliminate/reduce the risk and recurrence of being unfit for work. High risk support and/or guidance may include (but not limited to):

- Provide EASA services
- Allowing leave without pay (LWOP), Annual Leave (AL) or Sick Leave (SL) for agreed period of time
- Suspension to allow suitable time for recovery
- Fitness for Work – Action Plan

The worker will also be provided with a Fitness for Work – Action Plan to determine an strategy moving forward to support the workers return to work.

Doctor's Assessments and Recommendations

If a medical certificate is provided by a Doctor and indicates that the worker has been assessed as being fit for work and/or has been recommended to return to work, then the ES is to follow the recommendation provided by the Doctor.

For example: If a worker has produced a drug reading but the Doctor has assessed and cleared the person as fit to return to work, then we are to follow the professional opinion of the Doctor and allow the worker to return to work.

However if there is reasonable doubt that the medical assessment is questionable, the ES must seek the opinion of the WHSE & Projects Officer to obtain a second opinion and must be approved by the Employment Services Manager. Second opinion assessments must only be sought if a genuine creditable concern is raised with evidence (if available). Any second opinion assessments sought is at the cost of GTNT's expense unless negotiated with the relevant host business.

Labour Hire Workers

This procedure may be applied to Labour Hire workers, however at any stage of this process GTNT may terminate the employment contract immediately without notice.

Warnings/Dismissal

Warnings will be issued depending on the severity of the situation and the response provided by the worker. Where reasonably practicable the worker will be provided with support and assistance to manage signs of being unfit before being issued with a warning.

However should the severity of the situation be of an extremely high risk and/or worker's behaviour/conduct is unacceptable and does not comply with reasonable instruction and/or does not demonstrate cooperative attitude towards working together with the host business and ES to facilitate the workers return to work in a fit state, a warning may be issued or summarily dismissed.

Disagreement with Fitness for Work Process

In the instance where a further escalation is required it is important to ensure that the worker has been instructed to stop work and to await further instructions in a safe area of the workplace.

If all reasonable attempts are made and the worker refuses to discuss or undertake the actions of the assessment, escalation will need to be addressed to the Employment Services Manager.

If refusal to cooperate with reasonable direction provided by the ES or Employment Services Manager, and this impacts the ability of the worker to continue to undertake the inherent requirement of the job, this may result in summary dismissal.

This procedure relates to the following forms:

[WHS-AP002-01 Signs of Unfit for Work Form](#)

[WHS-AP002-02 Fitness for Work - Action Plan](#)

[WHS-AP002-03 WHS Commitment – Apprentice](#)

[WHS-AP002-04 Fitness for Work – Apprentice Information Sheet](#)

[WHS-HB003-01 Fitness for Work FAQ \(for Supervisors and Coordinators\)](#)