

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



This form comes from the following procedure: WHS-AP002 Fitness for Work – Apprentices

## **Purpose**

To provide a reference tool for Australian Apprentices to better understand their responsibilities and requirements to meet the company's expectation for fitness for work and work health and safety.

## **Fitness for Work**

### **What is it?**

GTNT Group is committed to providing a safe workplace for all employees which includes the requirement for each individual to present in a fit state for work.

The fitness for work procedure will be implemented in the event your supervisor has reason to believe your physical or mental capacity will impact your ability to undertake the inherent requirements of your role safely. If a concern is raised you may be asked to complete a fitness for work medical assessment, which is inclusive of drug and alcohol testing. This assessment will be completed by a third-party medical provider.

### **Who does it affect?**

This procedure will affect all Australian Apprentices directly employed by GTNT.

### **What does it mean?**

To be considered fit for work a worker 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.

### **When does it apply?**

Any time whilst at work or completing off the job training, and a concern of your fitness for work has been raised.

### **How does it work?**

Anyone directly employed by GTNT Group, is an employee of GTNT and therefore are subject to GTNT Group's policies and procedure as outlined in the apprentice agreement.

If a GTNT Australian Apprentice's fitness for work has been raised as a safety concern, the host business's supervisor is to follow the reporting requirements of fitness for work procedures.

A copy of this procedure is located on the GTNT Group website.

Depending on the level of risk identified by the signs for unfit for work form, will determine one of the following actions to be taken:

<p><b>Low Risk</b> – Support may consist of:</p> <ul style="list-style-type: none"><li>• Light duties</li><li>• Alternative tasks</li><li>• Take a rest break</li><li>• Resuming work next day</li><li>• Awareness training</li><li>• Implementation of fitness for work – action plan</li></ul>	<p><b>High Risk</b> - Support and guidance may consist of:</p> <ul style="list-style-type: none"><li>• Referral to appropriate support services</li><li>• Allowing LWOP, AL or SL for agreed period of time</li><li>• Suspension to allow suitable time for recovery</li><li>• Implementation of fitness for work – action plan</li></ul>
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## What might impact fitness for work?

- Fatigue
- Ill health
- Prescription medication
- The effects of alcohol and other drugs
- Personal circumstances
- Dehydration

## What signs would the onsite Supervisor/Coordinator look for if concerned?

- Drowsiness
- Poor judgment
- Slow reactions
- Mood changes
- Gastrointestinal upset or severe headache
- Alcohol on breath or clothing

## Who pays for the medical assessment?

If an Australian Apprentice has been identified as high risk and the medical assessment is returned with a negative result (clear), host business incurs the cost.

If an Australian Apprentice has been identified as high risk and the medical assessment is returned with a positive result (unfit for work), Australian Apprentice incurs the cost.

## What happens if I refuse to undertake the assessment?

If an Australian Apprentice refuses to undertake a medical assessment it will be deemed as a failure to comply with a reasonable and lawful management direction, which may result in disciplinary action being taken, which may include termination of your employment and cancelation of your training contract.

## What happens if I am deemed unfit for work?

If an Australian Apprentice is deemed unfit for work the severity of the result will be taken into consideration and an open discussion will occur. The result of the conversation will determine the action which will be taken. Each situation will be judge on a case by case basis.

*This form also relates to the following other forms:*

WHS-AP002-01 Signs of Unfit for Work Form  
WHS-AP002-02 Fitness for Work - Action Plan