

Fitness for Work FAQ (for Supervisors and Coordinators) (WHS-HB003-01)



This document refers to the following procedure: WHS-AP002 Fitness for Work - Apprentices

Purpose

This document is to be provided to the supervisors and coordinators of the Host Business's whom will be directly managing and supervising GTNT Group Apprentices. The supervisors and coordinators may refer to this document as a resource to ensure correct implementation of GTNT Groups Fitness for Work Procedure.

Definitions

Apprentice – Apprentices or Trainees employed by GTNT

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

ES – Employment Specialist

HRSEC – Human Resources Safety and Environment Coordinator

FAQ – Frequently asked questions

FFW – Fitness for Work

Fitness for Work – To be considered fit for work an employee or apprentice/trainee must present for work in a fit state (physical, mental and emotional) which enables them to perform assigned tasks competently in a manner which does not threaten the safety or health of themselves or others

Prescribed Medical Provider – The medical practice that has been chosen by the Host, ES or Apprentice

Frequently asked Questions

Who is responsible for making the call to a prescribed Medical provider to book the fitness for work assessment (Host or ES)?

To ensure Fitness for Work is a successful procedure this needs to be handled in a cooperative manner with the Host Business, It is the responsibility of the Host Business to monitor all employees (which included Apprentices) Fitness for Work and coordinate appointments with the prescribed Medical provider if required. The Host Business must then ensure this is reported to the relevant ES as soon as practicably possible.

Who pays for the Fitness for Work assessment by the prescribed Medical provider?

If an Apprentice has been directed to undertake a FFW assessment either by the Host Business or GTNT, the invoice will be charged to GTNT and the outcome of the assessment will determine where the invoice is on charged.

- **Assessment returns clear** – Invoice will be on charged to the Host Business
- **Assessment returns as unfit for work** – Invoice will be charged onto the Apprentice.

Note: It is the Host Business' responsibility to transport the Apprentice to the medical provider to undertake the assessment. Should the Host Business be unable to facilitate this, a ES from GTNT may be available to provide this assistance (during work hours), alternatively a taxi may be arranged for them. If a taxi is arranged the above principals will apply.

When does the ES need to get involved with a reported FFW for work requirements:

(Depending on the circumstances at the time, the ES must determine whether they are required to meet with the Apprentice)

If the Apprentice has been identified as being unfit fit work and the Host Business has identified the Apprentice as being a:

- A) **Low Risk** – Host Business to report to the ES as soon as reasonably practicable and depending on the situation determine the relevant course of action. Suggested course of action would be to ensure appropriate documentation is sent through for the Apprentice file and to follow up with the

Fitness for Work FAQ (for Supervisors and Coordinators) (WHS-HB003-01)



Apprentice in a reasonable manner to ensure appropriate support is provided and Apprentice is fit to return to work.

- B) **High Risk** – Host Business to report to the ES within the hour of completing the Signs of Unfit for work form and depending on the situation, determine the relevant course of action. Depending on the situation first course of action is for the ES to discuss with the Host Business the outcome of the Signs of Unfit for work form and what their recommendations are. If an Apprentice has been identified as a high risk, they must attend a FFW assessment from a prescribed Medical provider and will be stood down until results have returned.

ES is to consult with the Apprentice and Host Business throughout the process to ensure that the Apprentice is in a fit condition to return to work. ES is to ensure that the Apprentice is aware of the procedure and their responsibilities. ES is to encourage an open discussion and be supportive of the Apprentice to ensure they are aware of GTNT's aim is to have the Apprentice return to work in a safe and timely manner.

- **What priority does Fitness for work have outside business ours?**
The Host Business is responsible for all 'workers' which includes GTNT Apprentices. If the Apprentice's fitness is in question after hours, the Host Business is to determine the severity of the Apprentice's state by completing the Signs for Unfit for Work form. If the Apprentice indicates as a high risk the Host Business must book the Apprentice into a prescribed Medical provider and stand them down until results have been returned and Host Business is able to make contact with the relevant ES.
- **Who receives the Fitness for Work Assessment from the prescribed Medical provider?**
All assessment results to be sent to the ES (copy provided to the HRSEC of GTNT) regardless of who has made the appointment or the outcome of the result. ES will keep the Host Business informed of the assessment outcomes and further action required.
- **Who is responsible for making the final decision on the Apprentice eligibility to return to work?**
The Fitness for Work Assessment completed by the prescribing Medical provider. The Medical provider will determine when the Apprentice is fit to return to work.
- **The Apprentice has been stood down until Fitness for Work Assessment results have returned, does the Apprentice continue to be paid?**
Should the Apprentice be temporarily be stood down by the Host Business due to being unfit for work or is an imminent risk to others, the Host Business is required to pay the Apprentice what they would have been entitled to if they had remained at work, to allow for an investigation and/or to obtain a medical clearance from a general practitioner.

This procedure also relates to the following other procedures:

Nil

This procedure relates to the following forms:

WHS-AP002-01 Signs of Unfit for Work – Apprentices

WHS-AP002-02 Fitness for Work – Action Plan

WHS-AP002-03 WHS Commitment – Apprentice

WHS-AP002-04 Fitness for Work – Apprentice Information Sheet