

# 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 apprentices and trainees to better understand the responsibilities and requirements to meet the company's expectation for fitness for work and work health and safety.

## **GTNT's WHS Policies:**

### **What is it and how does it affect me as a GTNT Apprentice or Trainee?**

#### **Summary**

In 2014 GTNT reviewed its policies and procedures, as a result the Work Health and Safety Policy has had substantial changes made and now includes the 'Fitness for Work' requirements within it.

#### **What is it?**

GTNT aims to provide a safe workplace for all employees which includes the requirement for each individual to be fit for work.

If an apprentice/trainee's physical or mental capacity leads to concerns of the workers fitness for duties then the Fitness for Work Procedure will be used to ensure you're on the job supervisor and GTNT Employment Specialist can provide you with the support systems so that you and those around you are safe.

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

This procedure will affect all Apprentices/Trainees 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.

#### **What are the changes?**

If a concern is raised for a workers state of fitness and that state possibly poses a risk to health, particularly concerning the worker completing their duties safely, then the worker could be asked to complete a Fitness for Duties Medical Assessment, which includes drug and alcohol testing. This assessment will be completed by a third party medical provider.

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

Any time whilst at work and a concern of your fitness for duties has been raised. The term 'work' includes call-outs, shift work and overtime arrangements.

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

GTNT Apprentices and Trainees employed directly by GTNT, are employees of GTNT and therefore are subject to GTNT's policies and procedure as outlined in the apprentice agreement.

If a GTNT Apprentice/Trainee's fitness for work has been raised as a safety concern, then the host business's Supervisor is to follow the reporting requirements of GTNT Fitness for Work procedures. To obtain a copy of the procedure please contact [safety@gtnt.com.au](mailto:safety@gtnt.com.au)

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Depending on the level of risk identified by the Signs for Unfit for Work Form, will determine one of the following action to be taken:

**Low Risk** – Support may consist of:

- Light duties
- Alternative tasks
- Take a rest break
- Resuming work next day
- Awareness training (Hard Hat chats)
- Fitness for Work – Action Plan

**High Risk** - Support and guidance may consist of:

- Counselling
- Allowing LWOP, AL or SL for agreed period of time
- Suspension to allow suitable time for recovery
- Fitness for Work – Action Plan

**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 apprentice/trainee has been identified as high risk and the medical assessment is returned with a negative result (clear), host business incurs the cost.

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

*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