



Fitness for Work Policy

Responsible Manager	Head of People and Wellbeing
Head of power	<i>Work Health & Safety Act 2011 (Qld)</i> <i>Work Health & Safety Regulation 2011 (Qld)</i>
Authorised by	Council
Authorised on	21 September 2021
Implemented from	September 2021
Last reviewed	June 2021
Review history	2021
To be reviewed on	September 2022
Corporate Plan	People, Sustainability and Prosperity

1. Purpose

This policy and its associated procedure outlines Torres Strait Island Regional Council's (Council) approach and commitment to the management of staff and their ability to undertake their work, as defined by the *Work Health & Safety Act 2011 (Qld)*.

This policy and the Fitness for Work procedure should be read and implemented in conjunction with Council's Work Health & Safety Policy. Combined they set out the minimum requirements to meet mandatory work health and safety obligations.

The policy and procedure are intended to ensure all employees are in a condition to safely carry out work.

All employees are responsible for reading and understanding the policy and procedure. This policy provides the framework for management of general employee fitness for work, including non-work-related illness and injury. Council has an expectation that all employees are able to undertake the inherent requirements of their role.

This policy and its associated procedure aim to assist employee with their general fitness for work through education, counselling and referral to healthcare practitioners where appropriate. The objective is to ensure that the expectation for employee fitness for work is clearly defined and that Managers have the information required to manage the issues outlined in this Fitness for Work Policy and the associated procedure.

2. Application

This policy applies to Council Officers, including contingent employees, volunteers, and Elected Members.

Council regards it essential that all persons engaged in its operations, are aware of and fully comply with, all legislative and organisational requirements.

3. Legislation/Policies

This policy is established with reference to obligations specified in the *Work Health & Safety Act 2011 (Qld)*, *Work Health & Safety Regulation 2011 (Qld)* and the Work Health and Safety Policy.

4. Provisions

It is Council's intention to ensure a safe workplace and safe work practices by ensuring that all employees are in a fit condition to perform their work without compromising their own safety, the safety of fellow employees or members of the public. Council is required to comply with Legislative and other work health and safety obligations and must take steps to ensure it meets its obligations to employees and conducts its operations in a safe and responsible manner.

Council is committed to providing a workplace where workers are not exposed to hazards arising from insufficiency of fitness for work.

Whilst the misuse of alcohol and other drugs (AOD) may have an impact on an individual's fitness for work, there are inevitable trade-offs which must be made between individual lifestyle choice and the obligations individuals have to themselves and other with whom they work. Council believes it has established fair and accountable parameters which meet all

obligations. The management of the risks associated with the use of AOD at work is essential to ensuring a safe and healthy work environment. Any individual present in the workplace, who has consumed AOD could; endanger lives, present a potential risk to safety, and potentially cause damage to property and equipment which Council seeks to prevent.

This policy is intended to ensure all employees are in a condition to safely carry out work. The unauthorised use of AOD by employees is strictly prohibited. Any employee identified as contravening this policy may be subject to Council's disciplinary procedures, which may include termination of an employee's employment or a contractor's engagement.

Council will enforce this policy by:

- Creating a healthy and safe work environment for all workers, free from the hazards associated with alcohol, drugs, fatigue and work-related mental stress in the workplace.
- Promoting a mentally healthy workplace culture.
- Providing education and awareness training to employees to overcome the inappropriate use of alcohol and drugs, fatigue issues and individual stress levels.
- Ensuring a rehabilitation process is provided for employees with alcohol, drug or fatigue problems.
- Fostering a workplace culture amongst all workers that it is not acceptable to come to work in a condition that will prevent performance of duties in a safe manner.
- Ensuring Council meets its legal obligations by providing a healthy and safe working environment for all workers and other persons.

In meeting this commitment Council will:

- Take measures to help workers maintain alertness while working.
- Increase awareness in their workplaces through support & wellbeing programs, about fitness for work, and alcohol and drug consumption.
- Identify signs of fatigue or other factors which could influence fitness for work.
- Devise realistic time schedules and rosters to minimise fatigue.
- Provide support for effective management of fitness for work.
- Not purchase, supply or serve any alcohol at any Council workplace functions.

Manager Responsible for Review:

Head of People and Wellbeing



Adoption: 21 September 2021

Due for Revision: September 2022

David Baldwin
A/Chief Executive Officer