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Purpose

The purpose of this policy is to outline the processes in place that support this Fitness for Work Policy.

Scope

The procedure applies to all employees, shareholders, customers and suppliers.

References

[QGN 16 Fatigue management Guidance Note](#)

[Fatigue Management – Guide \(2005\)](#)

[Fatigue Management – Brochure \(2005\)](#)

[AHVAC-HR-FOR-019 Employee Warning Issued Form](#)

Definitions

Fit for Work That an individual is in a state, physically, mentally and emotionally, that allows them to perform their work competently and in a manner, that doesn't affect their own or others health or safety. Fitness for work can be affected by a variety of factors, which include fatigue, physical and psychological impairment, alcohol or drugs.

AHVAC Airconstruct H.V.A.C

Process

Medicals

Employees shall consent to a medical to ensure they are fit for their work activities and if required by a client (eg. Coal Industry Medical for on-site work). For particular prescribed occupations the appropriate medical surveillance will be undertaken as required by legislation.

Additional monitoring occurs for employees that undertake work at coal mine sites. These employees must maintain a current Coal Board Medical. This information is maintained on the employee's internal company file and reviews and renewals are completed as legislatively required. Externally, this information is provided by our Nominated Medical Advisor to the Department of Mines and Energy. Any follow up requests from the issuing Doctor are carried out in the employee's own time as these will be matters of personal health.

Fatigue

AHVAC will use risk management principles and tools to assess the risks associated with work activities/processes that may result in fatigue. These include but are not limited to: shift work and schedules; journey to and from work and the type of work activity being undertaken.

General signs of fatigue include but are not limited to: loss of alertness, blurred vision, slow reactions and mini-sleeps. Everyone has a responsibility to be alert for the symptoms of fatigue in themselves and others. This should be reported to your supervisor who can determine the appropriate action to take to prevent any risk associated with the fatigue.

For further information please refer to links provided on the front page of this policy.

Maximum Number of hours for working shift

Maximum of 12 hour days, and 15 hours if travel days. These are only at the beginning and end of a roster panel from when shift starts

Maximum number of hours to be worked in a week or roster cycle

Maximum of 60 hour week plus 6 hours travel. The exception is when employees are on one permanent day shift and they work 6 on 1 off and 5 on and 6 off then 72 hours is acceptable.

The number and length of rest breaks in a shift

- All site crews have 2 thirty minute breaks per 10 - 12 hour shift
- Any work in excess of these hours is only possible if a full risk assessment has been completed and approved by management. Employees do not travel home afterwards
- If they have worked more than 14 hours over 3 consecutive shifts in an overnight stay is required.

Drugs and Alcohol Standards

No person over the set limits for drugs or alcohol will be permitted to enter or remain at the workplace.

Any person believed to be under the influence of drugs or alcohol will be required to undergo a drug and alcohol test. If the person refuses to undergo the test they are deemed to have produced a positive result and must not remain at the workplace.

Any employees/contractors/visitors that have produced a positive result will be offered transport to their accommodation.

Random testing for the presence of drugs and alcohol may be carried out from time to time.

The Company takes the view that any person who is found to have blood alcohol content greater than 0.01gm/100ml is considered unfit for work as this aligns with most clients site policies, however this can vary depending on the client and the client's policy will prevail.

Any person will be considered unfit for work if a urine sample collected and analysed in accordance with approved procedures, by a trained person indicates the presence of a drug at or above the following limits:

Opiates (Morphine) 300ng/ml

Cannabinoids (THC) 50ng/ml

Meth/Amphetamines 300ng/ml

Cocaine 300ng/ml

The term “drugs” refers to all substances, other than alcohol, which affect the central nervous system. The Procedure will be aligned to all such drugs by reference to generally accepted threshold limits.

If someone is required to take prescription medication, they must notify their Supervisor or Manager so that it can be determined if it is safe for them to work. Consultation with the prescribing doctor should also contribute to determining the impact on your ability to perform your task safely.

Disciplinary Action

Any person registering a positive test shall be stood down from duties without pay pending a laboratory result if so requested.

If the person returns a negative test from the laboratory the person will:

- Return to work as soon as practicable
- Be paid for lost time from work
- Have no record kept on file

If the person returns a positive test the following disciplinary procedures will be applied and an Incident Report completed.

1 Step 1 (single +ve lab test)

- Advise employee on counselling, drug education and rehabilitation options.
- First Written warning placed on file.
- Not be paid any wages for time lost. Accrued leave can be used.
- Employee can return to work once a declaration has been received from a Doctor or authorised analyst, accompanied by a lab result indicating that the person is below the Australian Standard for the substance in question.
- The employee will be monitored for drug use on a monthly basis for a minimum of three months following the failed test. These tests will be completed in the employees own time and at the employees cost.
- Further on-going costs associated with testing, rehabilitation and education will also be during employee’s own time and cost.

2 Step 2 (2nd +ve lab test)

- Compulsory counselling to be attended at employees own cost.
- Second written warning placed on file.

- No wages paid for lost time.
- All return to work monitoring as for Step 1

3 Step 3 (3rd +ve lab test

Termination of employment.

Confidentiality

All information gathered on employees with regard to “fitness for work” (i.e. medicals, drug & alcohol testing, injury/illness information) shall be treated with the highest levels of confidentiality and shall not be disclosed to other persons without the employees’ consent.