



# Policy Statement

## FIT FOR WORK

The Organisation is committed to providing a safe work environment for every employee and visitor in the workplace. Every employee has the responsibility to present to the workplace, fit for duty.

This means being free of the effects of fatigue, drugs (illicit, prescribed, and over-the-counter medications) and alcohol. If any individual is concerned in any way about a perceived safety risk due to their own or any of their colleague's fitness for duty, they have a responsibility to inform their supervisor immediately.

The Company upholds the principles of Zero Harm, ensuring all employees are:

- In a fit condition for work.
- Capable of safe travel to and from work.
- Able to perform their work competently.
- Not fatigued.
- Not affected by substances or alcohol.
- Not placing themselves or others at risk, by breaching health and safety requirements.
- Able to access internal health and safety policies, guidelines and external EAP support when required.

### To achieve this, The Company will:

- Identify, assess, and manage Fitness for Work risks.
- Utilise practices, including pre-employment medical screening, which aim to ensure candidates are fit and capable to undertake their assigned roles.
- Ensure Employees are informed of the requirement to present to work in a physically and mentally fit condition and capable of safely and effectively carrying out their duties.
- Ensure all Employees and visitors are informed of their responsibilities relating to Fitness for Work.
- Provide information to all Employees on how to recognise the signs and symptoms of fatigue.
- Conduct drug and alcohol screening.
- Regularly review Fitness for Work procedures and documents.
- Consistently enforce and record disciplinary procedures for Employees in breach of Fitness for Work policies and procedures.
- Provide confidential counselling and other support including external EAP services, as appropriate for Employees.
- Employees must report all workplace injuries and illnesses to their manager immediately.
- All concerns regarding safety and workplace environment must be reported to workplace supervisor and/or The Companies management team immediately.
- Conduct Health Surveillance to prevent occupational ill health; and
- Undertake OH&S monitoring to ensure that workplace contaminants are not affecting health and fitness for work or exacerbating existing medical conditions.

**Matilda Chapman**

Managing Director

On behalf of the Champ Group of Companies

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