 PO Box 3407 Toowoomba QLD 4350	HR POLICY	Newlands Civil Construction Pty Ltd ABN 41 133 339 778
	FITNESS FOR WORK	Newlands Commercial Construction Pty Ltd ABN 64 166 350 563

Authorised By: B O'Sullivan

HR-POL-040

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1. Purpose

- 1.1 NCC is committed to ensuring systems and procedures are in place to promote and maintain an employee's ability to perform their tasks safely and efficiently. The objectives of this Policy are to provide and promote a safe working environment by:
- 1.1.1 Ensuring employees are fit for work;
 - 1.1.2 Improving and maintaining NCC's ability to meet its duty of care obligations;
 - 1.1.3 Improving and maintaining an awareness of fitness for work responsibilities amongst employees;
 - 1.1.4 Providing appropriate assistance to overcome problems that could impair fitness for work;
 - 1.1.5 Monitoring compliance and enforcement of this Policy and all related policies and procedures, including drug and alcohol and smoking; and
 - 1.1.6 Providing effective, fair and constructive procedures for dealing with people who are unfit for work.

2. Scope

This Policy applies to all NCC employees as well as subcontractors, suppliers and volunteers.


3. Policy

- 3.1 NCC and its employees have a responsibility for the provision of a safe, healthy, cost effective and productive workplace. This means that each individual has a responsibility to maintain personal 'fitness for work';
- 3.2 NCC employees are required to attend work in a good physical and mental condition so duties are performed in a safe, efficient and productive manner;
- 3.3 Employees should be aware that many factors may affect fitness for work and these can often interact with each other. These may include:
- 3.3.1 General health and fitness;
 - 3.3.2 Secondary employment or volunteer activities;
 - 3.3.3 Recreational activities and sport;
 - 3.3.4 Medications;
 - 3.3.5 Insufficient sleep/fatigue;
 - 3.3.6 Excessive work hours/demands;
 - 3.3.7 Injury or illness (work or non-work related);
 - 3.3.8 Consumption of alcohol or other drugs;
 - 3.3.9 Personal factors (e.g. psychological, psychiatric issues, family issues or illnesses);
- 3.4 Pre-employment medicals may be required to be undertaken before starting a position with NCC, to help determine fitness for the duties required;
- 3.5 If an employee presents to work and a supervisor or Top Management deems that the employee is not fit to be at work then the supervisor should deal with this immediately after they become aware of the issue. The matter should be dealt with sensitivity and as a matter of safety rather than discipline;
- 3.6 The employee should be stood down from duties and a private discussion taken place to determine the cause of the problem. The formality of this meeting will be dependent on the individual circumstances i.e. if the illness or injury is obvious then simple direction to take a break or go home on personal leave will be suffice. Though if a supervisor has reason to believe the employee is unfit due to reasons that breach NCC policies (e.g intoxication) then a disciplinary investigation should be initiated;
- 3.7 If an employee attends work when they are unwell or fatigued, generally they do so because they are conscientious, not because they are trying to put anyone else at risk. The supervisor needs to make a judgement call as to the correct response in the individual circumstances. Appropriate actions may include:
- 3.7.1 Having employees take a short break;
 - 3.7.2 Sending (or driving) the employee home on approved sick leave;
 - 3.7.3 Driving the employee to a doctor or to hospital (if they are not fit to drive themselves); or
 - 3.7.4 Calling ambulance if the severity of their condition warrants this;

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- 3.7.5 NCC reserves the right to direct an employee, who it believes is unable to safely perform their duties due to some form of impairment attend a medical practitioner of NCC choice prior to continuation of duties;
- 3.7.6 All work related injury or illness is to be dealt with under NCC Workers Compensation and Rehabilitation Policy and Procedures;
- 3.7.7 If an employee experiences a work or non-work related injury or illness which may affect their ability to undertake the full duties of their position and they are away from work for two (2) or more consecutive days, then a medical clearance certificate from a medical practitioner will be required before they will be permitted to return to work;
- 3.7.8 If an employee presents to work unable to carry out the duties of their position or where the supervisor believes that there is a risk to other employees they will be stood down until a medical assessment can be carried out – at the employees cost;
- 3.7.9 NCC is under no legal obligation to provide alternative duties to an employee returning to work following a non-work related injury or illness. In general if an employee is not fit to return to full duties their position then they must take appropriate leave until such time as they are fit to return to their full duties;
- 3.7.10 If an employee has chronic / long term fitness for work concerns and it is identified they are not meeting the fitness requirements to carry out the inherent requirements of their position an Intervention Plan will be developed;

4. Definitions

- 4.1 **Fitness for Work** – means that an individual is in a state (physical and mental) that enables the employee to perform all assigned tasks competently and in a manner which does not compromise or threaten the safety of health of themselves or others, or threaten damage to plant or equipment or the environment.
- 4.2 **Non-work related injury or illness** – refers to an injury or illness (includes physical, mental or psychological conditions) which does not arise out of the course of employment or that has been deemed not to be compensable under Workers Compensation and Rehabilitation Act.

5. Responsibilities

Management (including Supervisors) are responsible for ensuring, within their control, the safety and health of employees, and the provision of training and resources to ensure people adhere to the 'Fitness for Work' Policy and its procedures.

All employees are required to take reasonable care for their own health and safety, and that of any other person who may be affected by their work activities. They are also required to comply with all instructions and directions established to provide a safe and healthy working environment.

An employee who attends work in an unfit manner is operating outside NCC Policy and may be subject to counselling and / or disciplinary action, depending on the degree of awareness and the severity of the risk to safety.

NCC Top Management assume the ultimate responsibility for Quality, Safety and Environmental requirements and core business practices in the workplace. NCC Senior Management plan, manage, monitor, review, and direct actions and allocate resources to support workers at every level to identify hazards, assess, control and evaluate risk in all areas of NCC operations.



Barry C O'Sullivan
 Director
 Newlands Civil Construction Pty Ltd AND
 Newlands Commercial Construction Pty Ltd

25 September 2019