



## Fitness for Work Procedure

Version 2.4

**Document Number:**

*CSEGA-HSE-QP-0-085*

### Table of Contents

1. Policy Statement .....	2
2. Definitions .....	2
3. Job Impact Statements.....	3
4. Fitness for Work Assessments .....	3
4.1. Health Service Providers .....	3
4.2. Safety Sensitive Roles.....	3
4.3. During Recruitment.....	4
4.4. During Pre-deployment / Pre-mobilisation.....	4
4.5. During Employment .....	4
4.6. Drug & Alcohol Policy .....	4
5. Day-to-Day Fitness for Work .....	5
5.1. Physical or Mental Wellbeing .....	5
5.2. Suspected Impairment.....	5
6. Post Incident Response.....	6
7. Non-Work-Related Illness or Injury.....	7
8. Return to Work Plans .....	7
9. Associated Documents.....	7

## 1. Policy Statement

CSE and its employees have a responsibility for the provision of a safe, healthy, and productive workplace. This means that everyone has a responsibility to maintain personal ‘fitness for work’.

All employees are required to attend work in a physical and mental condition that ensures duties can be performed in a safe and productive manner. Employees should be aware that many factors may affect fitness for work, and these can often interact with each other. These may include:

- General health and fitness
- Secondary employment or volunteer activities
- Medications
- Insufficient sleep / fatigue
- Excessive work hours / demands
- Injury or illness (work or non-work related)
- Consumption of alcohol or other drugs
- Personal factors (e.g., psychological, psychiatric issues, family issues or illness)

An employee who attends work in an unfit manner is operating outside CSE 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 (of that employee and others in the workplace).

This policy applies to all employees of CSE and extends to subcontractor workers if they are directly supervised or managed by CSE.

## 2. Definitions

Term	Definition
Drugs	Any combination of over-the-counter drugs, prescription drugs or illicit drugs.
Employee	A person who conducts work in any capacity for a person conducting a business or undertaking, including employees, contractors, and visitors to the workplace.
Fatigue	Increased difficulty in performing physical or mental activities resulting from insufficient rest and sleep or medical condition.
Fit for Work	An individual is in a state (physically and psychologically) to perform tasks assigned to them competently and in a manner, which does not compromise the safety and health of themselves or others.
HOPC	Head of People and Culture
Incident	A workplace event which is subject to investigation, including near miss events.
On Duty	An employee is on duty any time they are undertaking duties and responsibilities associated with their contract of employment.
Safety Sensitive Roles	Roles or duties that rely on a worker to be in a ‘fit for work’ state, including factors such as alertness, physical fitness, free from the effects of drugs or alcohol, free from the effects of fatigue.

### 3. Job Impact Statements

CSE has developed Job Impact Statements (JIS) for every role within the business.

A JIS describes in detail the activities in a role that can potentially impact the health, safety and wellbeing of an employee or other persons. For example, where heavy lifting is required or exposure to the elements of severe weather.

This JIS is reviewed in conjunction with all fitness for work assessments, to ensure an accurate assessment is made by the HSE Manager.

### 4. Fitness for Work Assessments

#### 4.1. Health Service Providers

CSE has arrangements in place with the below approved Health Services providers:

- Within Australia - [Sonic Health Plus](#)
- Within New Zealand – [Habit Health](#)

Each CSE Business Unit has authorised booking administrators who are responsible for booking fitness for work assessments.

If you are unsure who your booking administrator is, please contact the CSE HSE Manager.

All results are forwarded to a CSE group email address for review, assessment and record keeping.

#### 4.2. Safety Sensitive Roles

CSE defines safety sensitive roles, as roles where there is an increased risk to an employee’s safety or wellbeing. Roles deemed as ‘safety sensitive’ can include any of the below activities:

- Operating plant or equipment in the workplace – e.g., forklift, EWP, generator
- Working on electrical equipment (whether energised or not)
- Frequent driving in remote or unfamiliar areas
- Working in customer facilities that present a greater risk exposure than that of CSE facilities – e.g., mining, oil, and gas (on-shore and off-shore) or construction sites
- Roles that regularly involve high risk work– e.g., working at heights or working in confined spaces

Employees who fill a safety sensitive role will be required to undertake fitness for work assessments.

- During pre-employment
- During their employment should it be noticed that their health and wellbeing have been altered
- During pre-deployment / pre-mobilisation to customer sites.

The below table outlines the fitness for work requirements for CSE roles.

ROLE / WORK ENVIRONMENT	FITNESS FOR WORK ASSESSMENTS				
	Instant Drug & Alcohol	General Medical	Musculoskeletal Assessment	Audiometric and Spirometry Testing	HUET Medical
Office / Administration Workers	✓				
Warehouse / Logistics Officer	✓	✓	✓		

ROLE / WORK ENVIRONMENT	FITNESS FOR WORK ASSESSMENTS				
	Instant Drug & Alcohol	General Medical	Musculoskeletal Assessment	Audiometric and Spirometry Testing	HUET Medical
Site Construction Worker	✓	✓	✓	*	
Technician / Engineer	✓	✓	✓	*	X
Coal Board Worker (NSW and QLD)	✓	✓	✓	✓	
Sales Agent (mobile) Sales Engineer (mobile)	✓	**	**		X
Legend	✓ <b>Mandatory</b> * <b>Where the worker regularly requires hearing and respiratory protection</b> ** <b>Where work assignments require travel to non-metro customer sites</b> X <b>Offshore only (where applicable)</b>				

### 4.3. During Recruitment

The Recruiting Manager is to review the JIS at the commencement of recruitment for a role, to ensure specific work activities and environments related to the role are identified.

A fitness for work assessment ensures that the candidate does not expose themselves, or CSE, to risk due to personal lifestyle, or from pre-existing health conditions that would reasonably prevent the candidate from safely performing their work.

Where a fitness for work assessment indicates results or risk factors that identify an increased risk (e.g., non-negative drug test result, pre-existing health conditions), the HOPC and General Manager must review the results and discuss next steps.

Refer to the CSE Recruitment Procedure (CSEGA-HR-QP-0-166) for additional guidance.

### 4.4. During Pre-deployment / Pre-mobilisation

Prior to being deployed to a worksite (e.g., customer facility), employees may be required to undergo pre-deployment fitness for work assessments.

Fitness for work assessments will often depend upon role or customer requirements.

### 4.5. During Employment

Where it has been noticed that the health and wellbeing of an employee has deteriorated to the point where there are concerns around their ability to safely perform the job, they will be sent on a fitness for work assessment.

### 4.6. Drug & Alcohol Policy

CSE reserves the right to request an employee to present themselves for drug and alcohol testing:

- During the recruitment process
- Prior to deployment into a role or activity that requires a clear drug and alcohol test result
- Post incident
- Upon reasonable suspicion that a worker is affected by drugs or alcohol while at work
- If returning to work after an absence resulting from a positive drug and alcohol test

- When it is known that a worker is required to take medication that has the potential to impact their safety (or that of other workers)

In the case that any employee, is required to present for work when taking medication, they are encouraged to self-declare this information to their manager.

For additional guidance on drug and alcohol management in the workplace, refer to the CSE Australia Drug and Alcohol Policy (CSEGA-HR-CP-0-012).

## 5. Day-to-Day Fitness for Work

If a manager becomes concerned about an employee's ability to safely perform their work, they should contact the HSE Manager,

The matter should be dealt with sensitively and as a matter of safety rather than discipline.

### 5.1. Physical or Mental Wellbeing

An employee's ability to perform their job safely can be affected by.

- Physical Wellbeing (injury or illness)
- Mental Wellbeing (mental illness such as anxiety or depression)

Some warning signs an employee is struggling may include:

- Lethargy
- Obvious struggle to complete tasks
- Out of character behaviour – e.g., irritability, aggression, or vagueness
- Apparent lack of attention or concentration
- Smell of alcohol / drugs on the employee
- Excessive weight gain
- Obvious illness or injury – e.g., flu symptoms, limping etc.

The appropriate fitness for work assessment, or selection of health service provider, will depend on individual circumstances and as such the HSE Manager must be contacted.

### 5.2. Suspected Impairment

No-one shall report for work, or be in the workplace, if their capacity to work is in any way impaired due to taking any prescription drugs, non-prescription drugs and/or alcohol – including whilst on customer or supplier sites.

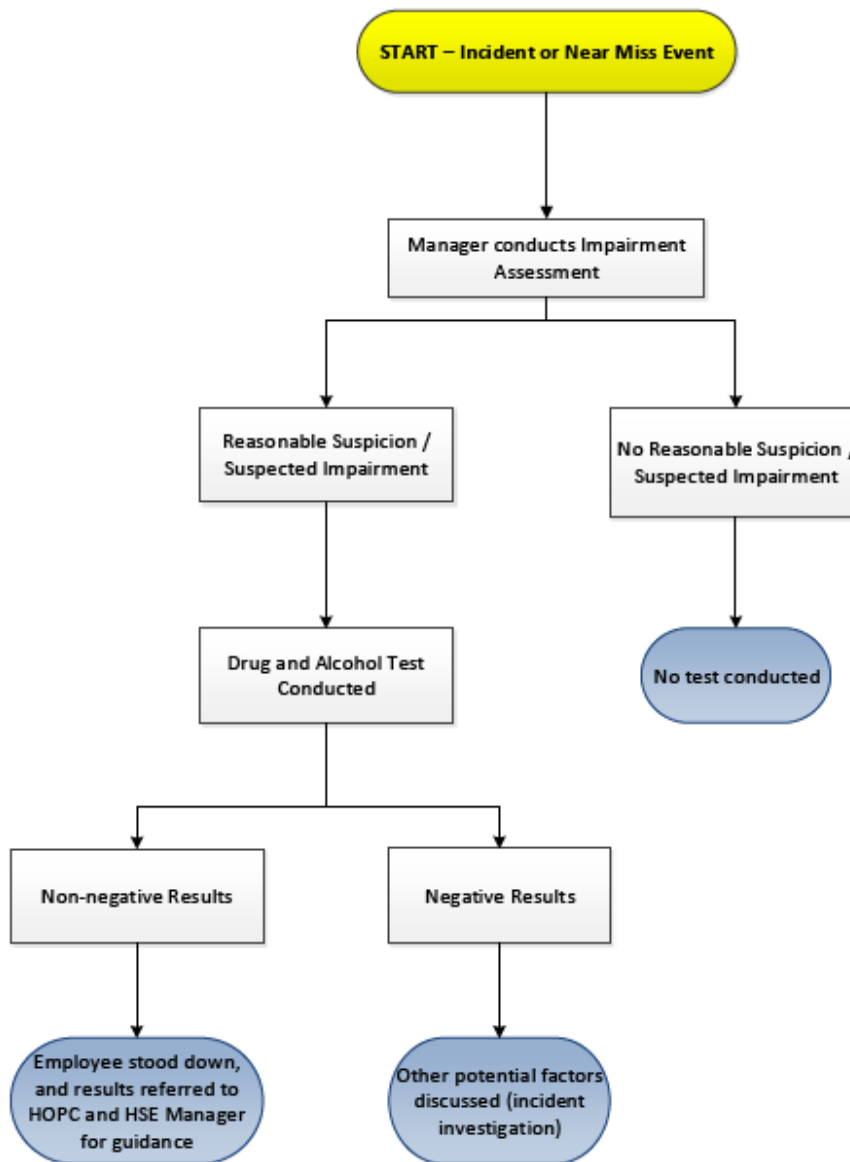
1. Where an employee believes that another employee has presented for work under the influence of drugs or alcohol, they must immediately notify their manager
2. Once aware of the issue, the Manager is to inform the HSE Manager. The Manager will then be requested to complete an impairment assessment on the individual
3. The outcome of the impairment assessment is to be discussed with the HSE Manager
4. The HSE Manager may consult the HOPC and if necessary, will escalate the matter to the General Manager (GM)
5. If the HSE Manager/HOPC and GM agree a Drug & Alcohol test is required, the employee is to be driven to the nearest Health Service provider centre
6. While awaiting the results, the employee is to be sent home (NOTE – they cannot drive themselves)

7. If the results are non-negative, the employee is to be stood down. The HOPC and GM will determine the next steps
8. If results are negative, HOPC and HSE Manager will advise on how to discuss other potential factors affecting health and wellbeing with the employee

## 6. Post Incident Response

Following a workplace incident, fitness for work factors will be considered during the investigation and post-incident actions. The GM and HSE Manager must be notified immediately after an incident to determine the need for a post-incident drug and alcohol test.

Refer to Figure 1 below for the post-incident process for drug and alcohol testing.



**Figure 1 – Post Incident or Near Miss Drug & Alcohol Testing**

## 7. Non-Work-Related Illness or Injury

A non-work-related injury or illness refers to an injury or illness (physical, mental, or psychological) which did not arise out of the course of employment, or that has been deemed not to be compensable under Workers Rehabilitation and Compensation regulations.

If an employee experiences a serious non-work-related injury or illness which may affect their ability to safely undertake their position, the HSE Manager must be made aware. A medical clearance from a doctor will be required before the employee can return to work, and this must be reviewed by the HSE Manager.

If an employee presents to work unable to carry out the duties of their position, or where the manager believes that there is a risk to them or another employee, the HSE Manager must be contacted. The employee will be stood down until a medical assessment can be carried out.

Following a non-work-related injury or illness, CSE is under no obligation to provide alternative duties. Employees will generally be required to remain on personal and/or annual leave until such time as they are fit to return to their full duties.

These employees may be required to return to work under a Return-to-Work Plan to ensure they are not exposed to any unsafe activities that may affect their ongoing recovery. In all instances, the HSE Manager must be consulted with prior to an employee returning to work.

## 8. Return to Work Plans

Where an employee is unable to meet the fitness requirements of their role, a Return-to-Work Plan will be developed by the employee's manager in consultation with the employee and the HSE Manager. Additionally, external medical advice may be sought in specific circumstances.

The plan will:

- Support the employee to meet the requirements of their role over an agreed period of time,
- Include an explanation of the condition affecting fitness for work, the effects on the employee's ability to perform duties, and what steps are to be put in place to remedy or manage the situation
- Be maintained as a confidential employee medical record

## 9. Associated Documents

Document No.	Document Name
CSEGA-HR-QP-0-166	Recruitment Procedure
CSEGA-HR-CP-0-012	Drug and Alcohol Policy
CSEGA-HSE-QP-0-014	Injury Management Program
CSEGA-HSE-QF-0-025	Return to Work Program