



Fitness for Work Procedure

Version: 3.0

Document Number:

CSEGA-HSE-QP-0-085

Communications



Security



Energy



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1. Scope and Purpose

This Procedure sets out the requirements for the physical and mental condition of employees to ensure workplace duties can be performed in a safe and productive manner. This Procedure applies to all employees of CSE Global (Australia) and its subsidiaries, hereon CSE.

2. Terms, Abbreviations and Definitions

Terms / Abbreviation	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.
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, e.g., where heavy lifting is required or exposure to the elements of severe weather.

This JIS is reviewed in conjunction with fitness for work assessments requiring evaluation to ensure an accurate assessment is made by the WHSE 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 – [Proactive New Zealand](#)

Each CSE Business Unit has authorised booking administrators who are responsible for booking fitness for work assessments i.e., site-related requests.

Employees unsure of who their booking administrator is should contact the National HR Manager (ANZ).

All results are forwarded to the CSE medical shared inbox for review, assessment, and record keeping.

4.2. Safety Sensitive Roles

CSE defines safety sensitive roles as “roles with 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.

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- 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, 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	✓	✓	✓		
Site Construction Worker	✓	✓	✓	*	
Technician / Engineer	✓	✓	✓	*	X
Coal Board Worker (NSW and QLD)	✓	✓	✓	✓	
Sales Agent (mobile) Sales Engineer (mobile)	✓	**	**		X
Legend	✓ Mandatory * Where the worker regularly requires hearing and respiratory protection ** Where work assignments require travel to non-metro customer sites X Offshore only (where applicable)				

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's personal lifestyle or pre-existing health conditions would not expose themselves or CSE to safety risks.

Where a fitness for work assessment indicates results or risk factors identifying an increased risk (e.g. non-negative drug test result, pre-existing health conditions, etc.), the National HR Manager (ANZ) and the employee's Branch Manager must review the results and discuss the next steps.

Refer to the *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 the employee's role or customer requirements.

4.5. During Employment

Where an employee's health and wellbeing has noticeably deteriorated and there are concerns around their ability to safely perform the job, they will be sent on a fitness for work assessment.

4.6. Drug and 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.
- Where a worker's required medication has the potential to impact the safety of themselves or others.

If an employee is required to work whilst taking medication, they are to self-declare this information to their Line Manager.

For additional guidance, refer to the *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 WHSE Manager. The issue will 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 and/or drugs on the employee.
- Excessive weight gain.
- Obvious illness or injury (e.g. flu symptoms, limping etc.).

The appropriate fitness for work assessment or health service provider choice will depend on the individual's circumstances. To determine the best course of action, the WHSE Manager must be contacted.

5.2. Suspended Impairment

If an employee's capacity to work is impaired due to the usage of prescription/non-prescription drugs and/or alcohol, they should not report for work or be in the workplace. This is also applicable for customer or supplier sites.

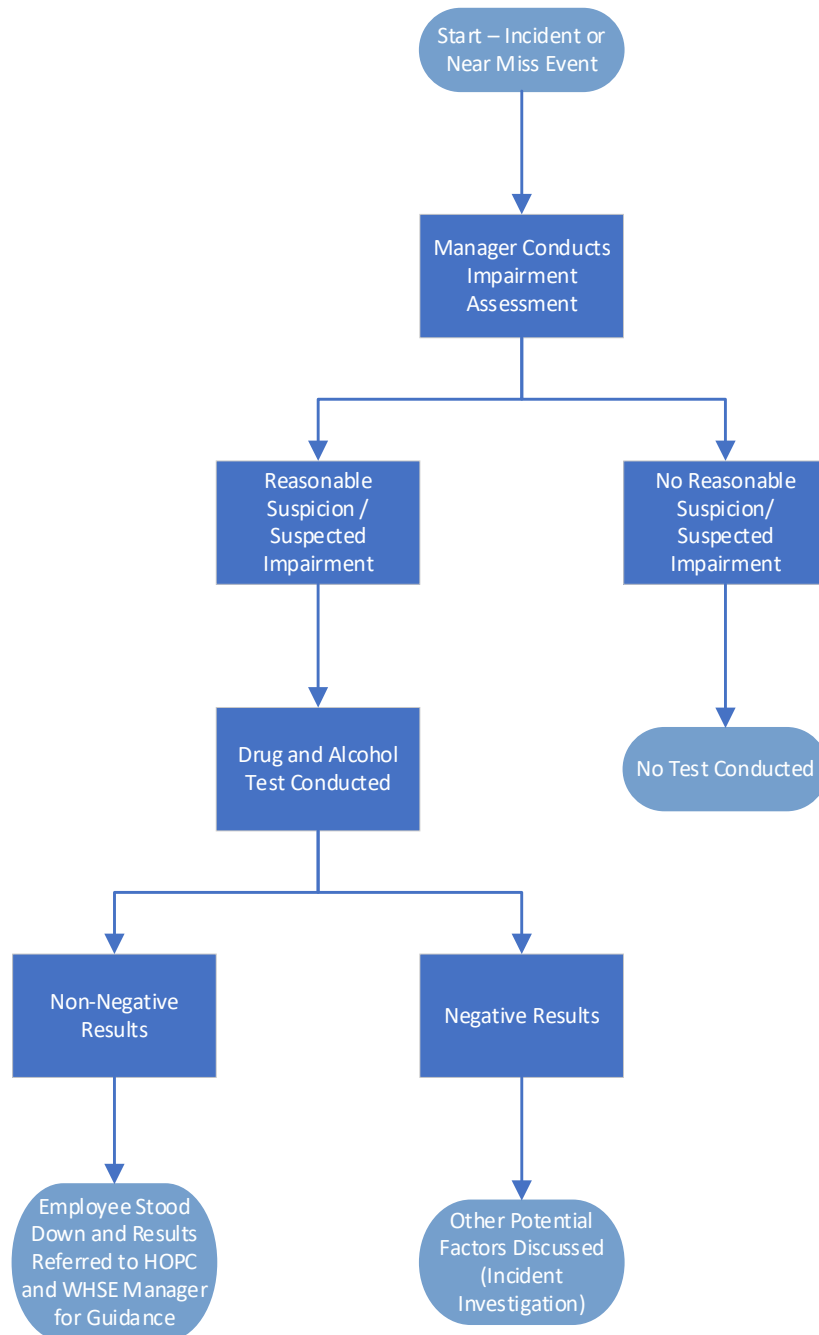
1. Where an employee believes that another employee has presented for work under the influence of drugs or alcohol, the line manager of suspected employee must be immediately notified.
2. Once aware of the issue, the Manager is to inform the WHSE Manager. The Manager will then be requested to complete an impairment assessment on the individual.
3. The outcome of the impairment assessment is to be discussed with the WHSE Manager.
4. The WHSE Manager may consult the National HR Manager (ANZ) and, if necessary, will escalate the matter to the BU General Manager (GM).
5. If the WHSE Manager / National HR Manager (ANZ) and BU GM agree that a drug and alcohol test is required, the employee is to be driven to the nearest Health Service provider centre.

6. While awaiting the results, transport to employees residence is to be arranged.
7. If the results are positive, the employee is to be stood down. The National HR Manager (ANZ) and BU GM will determine the next steps.
8. If results are negative, the National HR Manager (ANZ) and WHSE Manager will advise on how to discuss other potential factors that may be affecting the employee's health and wellbeing.

6. Post-Incident Response

Following a workplace incident, fitness for work factors will be considered during the investigation and post-incident actions. The BU GM and WHSE Manager must be notified immediately after an incident to determine the need for a post-incident drug and alcohol test. Following any incident, a Safety Shield incident report must be completed. See *Safety Shield – WHSE Event Reporting (CSEGA-HSE-QP-0-184)*

Refer to the figure below for the post-incident process for drug and 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 WHSE Manager must be made aware. A medical clearance from a doctor will be required and be reviewed by the WHSE Manager before the employee can return to work.

If an employee who is present at work is:

- Unable to carry out the duties of their position.
- Determined by the manager that they could risk themselves or others in the workplace.

The WHSE Manager must be contacted, and 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 they are fit to return to their full duties.

These employees may be required to return to work under a *Return to Work Plan (CSEGA-HSE-QF-0-025)* to ensure they are not exposed to any unsafe activities that may affect their ongoing recovery. In all instances, the WHSE 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 (CSEGA-HSE-QF-0-025)* will be developed by the employee's manager in consultation with the employee and the WHSE 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.
- 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-QF-0-025	Return to Work Plan
CSEGA-HSE-QP-0-184	Safety Shield – WHSE Event Reporting