



FITNESS FOR WORK POLICY

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DOCUMENT CONTROL

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This policy remains in effect, until replaced or updated, notwithstanding expiration of the review date.

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1. Policy Statement

We are committed to creating a safe and healthy workplace for our people. Our objective is to minimise the risk to our workers, customers, visitors and the communities in which we operate.

It is the responsibility of each of our people, in accordance with their duty of care obligations, to ensure they are fit for work. Fitness for work is being safe for work. "Fitness for Work" requires an individual to be in a physical, mental and emotional state, enabling the individual to perform their assigned duties effectively and in a manner that does not increase the risk to themselves and others. It is the responsibility of the individual to manage personal factors, which impact on their ability to perform work, unimpaired and to the full extent of their capability.

An individual's fitness for work is monitored and assessed by the:

- Individual;
- formal leader, and
- health professional.

This is achieved through confirmed observation and through recognised and approved assessment tools, such as fatigue assessment and/or alcohol and other drugs testing. Confirmed observation is achieved by the formal leader discussing the at risk behaviours demonstrated by an individual, managing any immediate risk, then followed by confirmation via an appropriately trained health professional using industry accepted testing methodology.

Horizon Power commits to:

- providing a healthy and safe workplace which supports the health and wellbeing of our people;
- using a range of strategies and tools to monitor our people's fitness for work, manage continuous improvement and operate in accordance with relevant legislation and codes of practice;
- promote and encourage our people to participate in wellbeing programmes to support healthy lifestyle choices, and
- ensure that all of our people are aware of, and comply with, this policy.

In the event any employee requires assistance with health matters which impact on their fitness for work, the services of our Employee Assistance Program (**EAP**) will be provided.

Where impairment factors are within the control of the employee, inclusive of physical, mental and emotional capacity; and the employee is rendered unfit for work, the matter will be managed in accordance with our Alcohol and Other Drugs procedure (where relevant) and/or Fair and Just Principles.

2. Who does this Policy Apply to?

This policy applies to all:

- Horizon Power employees and directors;
- suppliers working on behalf of Horizon Power; and
- Horizon Power's activities and operations.

3. Purpose of the Fit for Work Policy

The purpose of this policy is to outline objectives for the effective management of fitness for work risks within Horizon Power. Ensuring a safe and healthy workplace is fundamental to our success and is integral to all of our business activities.

A multi-faceted approach is taken to positively influence and promote safe and healthy lifestyles for all people working within the Horizon Power controlled workplaces.

The safety and health management system addresses the following factors in relation to fitness for work:

- pre-employment medical assessment;
- fatigue management;
- mental health and wellbeing;
- alcohol and other drugs;
- workplace ergonomics - the field concerned with enhancing the safety, health, comfort, quality and productivity between our people and the systems in which they work;
- employee assistance program;
- injury rehabilitation and return to work;
- healthy lifestyle initiatives; and
- stress management and resilience.

4. Objectives

The objective of this policy is to minimise the risk factors impacting the fitness for work of our people. Horizon Power implements programs to effectively achieve this objective.

We shall provide assistance through preventative, educational and rehabilitative measures to overcome health matters impacting our employees' ability to be fit for work.

Horizon Power shall ensure individuals presenting with fitness for work issues are managed in an effective, fair, private and constructive manner.

Horizon Power promotes a responsible, healthy lifestyle with our people in order to minimise the risks associated with the activities of the organisation.

5. References

The following material is required and should be read in conjunction with, this document:

LEGAL REFERENCES:

https://www.legislation.wa.gov.au/	Occupational Safety and Health Act 1984
https://www.legislation.wa.gov.au/	Occupational Safety and Health Regulations 1996
https://www.legislation.wa.gov.au/	Road Traffic Act 1974
https://www.legislation.wa.gov.au/	Misuse of Drugs Act 1981
https://www.legislation.wa.gov.au/	Workers Compensation and Injury Management Act 1981
https://www.legislation.wa.gov.au/	Mines Safety and Inspection Act (WA) 1994
https://www.legislation.wa.gov.au/	Mines Safety and Inspection Regulations 1995
https://www.legislation.wa.gov.au/	The Privacy Act 1988
https://www.legislation.wa.gov.au/	Code of Practice – Working Hours

STANDARD & GUIDELINES:

On Request	AS 4308 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine
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RELATED POLICIES AND OTHER DOCUMENTS:

DM#3042934	Risk Management Policy
DM#2760190	Risk Management Framework
DM#3242986	Safety and Health Policy
DM#2568152	Injury Management & Rehabilitation Policy
DM#2792554	Alcohol & Other Drugs Procedure
DM#3101441	Fatigue Management Procedure
DM#3235216	Injury Management & Rehabilitation Procedure
DM#3190849	Fair and Just Principles