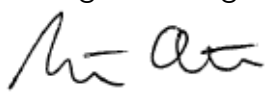




## FITNESS FOR WORK POLICY

POLICY TYPE	DOCUMENT CONTROLLER	RESPONSIBLE MANAGER	POLICY ADOPTED	REVIEW DUE
Council	Risk & Regulatory Coordinator	General Manager	25 September 2023	September 2025
<b>PURPOSE</b>	To ensure that the health and safety of all persons is not at risk or adversely affected by anyone attending the workplace while not fit for work.			
<b>SCOPE</b>	<p>This Policy applies to all workers (a worker includes an employee, labour hire staff, volunteer, apprentice, work experience student, sub-contractor, contractor and consultants) employed or engaged by Council at any of its workplaces.</p> <p>The Policy will also apply to Councillors when attending a Council workplace as part of their role as an elected member.</p>			
<b>POLICY</b>	<p><b>1. Responsibility</b></p> <p>All workers have a responsibility to ensure that they are fit to perform their duties without risk to the health and safety of themselves and others.</p> <p>Managers, coordinators, supervisors and team leaders are expected to ensure that all employees, contractors, volunteers and students abide by this Policy at all times.</p> <p>Council, in managing this Policy, will ensure, wherever possible, that confidentiality is maintained at all times.</p> <p>Everyone working at or attending any Devonport City Council workplace must abide by this Policy and supporting procedures to ensure they maintain the capacity to safely perform work.</p> <p>A person's fitness for work may be compromised by:</p> <ul style="list-style-type: none"> <li>• inadequate or insufficient quality of sleep over an extended period;</li> <li>• the type of work performed and/or the work environment;</li> <li>• consumption of alcohol;</li> <li>• the use of drugs (prescription, non-prescription, illicit or other);</li> <li>• general level of fitness and/or medical condition; and</li> <li>• mental health conditions.</li> </ul> <p>To meet the Policy objectives, Council will:</p> <ul style="list-style-type: none"> <li>• aim to provide a safe and healthy working environment free of work-related injury or illness;</li> <li>• minimise the risks of persons presenting for work or conducting work while impaired;</li> </ul>			

	<ul style="list-style-type: none"> <li>establish appropriate steps to manage persons who are affected by mental health conditions, alcohol, drugs or other personal concerns; and</li> <li>encourage persons who are not fit for work for any reason to independently seek assistance.</li> </ul> <p>Council will also:</p> <ul style="list-style-type: none"> <li>maintain appropriate health and fitness standards to enter the workforce and provide encouragement for employees to sustain their fitness for work;</li> <li>promote and assist the physical, mental and emotional health of people so they can safely undertake and sustain their work requirements;</li> <li>provide the resources necessary to allow for monitoring, testing, education and counselling services within the workplace; and</li> <li>encourage behaviour and attitudes that are conducive to a healthy and safe workplace.</li> </ul>		
<b>LEGISLATION AND RELATED DOCUMENTS</b>	<p>Local Government Act 1993  Work Health and Safety Act 2012  Work Health and Safety Regulations 2012  Fair Work Act 2009  Fitness for Work Procedure  Risk Management Framework  Vehicle Policy  Devonport City Council Enterprise Agreement  Health and Wellbeing Program  Recruitment and Selection Policy  Disciplinary Procedures  Harassment, Bullying &amp; Anti-Discrimination Policy  Employee Assistance Program  Health and safety Policy  Rehabilitation Policy  Code of Conduct Policy  Devonport City Council Strategic Plan 2009-2030</p>		
<b>ATTACHMENTS (IF APPLICABLE)</b>	N/A		
<b>STRATEGIC REFERENCE</b>	5.3 Council looks to employ best practice governance, risk and financial management		
<b>MINUTE REFERENCE</b>	23/189		
<b>OFFICE USE ONLY</b>	Update Register	Y	Training/Communication Y
	Advise Document Controller	Y	Advise HR / MCO Y
	Management Sign Off:  Date: 25 September 2023		