



Trainees - Apprentices
Labour Hire - Training

Health and Safety Fit for Work Policy

Purpose

ATC Work Smart recognises that an individual's fitness for work may be affected for a variety of reasons including the adverse effects of fatigue, stress, alcohol or other drugs (prescribed and non-prescribed). The Fit for Work Policy provides a framework to effectively manage these issues. An integral part of this policy is a shared responsibility between ATC Work Smart and all its employees. It is expected that ATC Work Smart employees undertake responsibility for their health and safety at work and ensure that their acts or omissions do not adversely affect the health and safety of themselves and others. ATC Work Smart is responsible for providing safe systems of work and all employees share in the responsibility to minimise and manage the adverse effects of work-related fatigue, stress, alcohol or other drugs.

Objectives

The objective of this policy is to:

- > Ensure a safe and healthy working environment for all employees
- > Minimise the risk of employees presenting for work or conducting work while impaired by fatigue, stress, drugs or alcohol
- > Establish steps to manage employees who are affected by fatigue, stress, alcohol or other drugs
- > Encourage people affected by fatigue, stress, alcohol or other drugs to seek assistance
- > Provide access to information and education to assist in minimising alcohol and drug related harm to employees

This policy and supporting procedures will apply to everyone working at or attending an ATC Work Smart workplace or Host Employer workplaces. All employees will comply with this policy and related procedures to ensure they maintain the capacity to safely perform work.

In implementing this policy ATC Work Smart will require all employees to be fit for duty and perform their duties without imposing risks to the health and safety of themselves, others or to the safety of the workplace.

Responsibilities

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

Management are responsible for the provision and maintenance of a working environment that is safe and without risks to the health of all employees and the allocation of training and resources to ensure employees adhere to the Fit for Work Policy and its supporting procedures

Breaches of this Policy

Breaches of the Fit for Work (Fatigue, Stress, Drug and Alcohol) Policy will be viewed as serious misconduct.

Supporting Procedures

- > Alcohol and other Dugs Procedure
- > Fatigue Management Procedure
- > Psychosocial Hazard Control Procedure
- > Employee Assistance Program Procedure