



Fitness For Work Procedure

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Authority

	Title	Name	Date
Owner	HSEQ Manager	Anthony Gollan	07/02/2024
Reviewer	Injury Management/Return to work Coordinator	Hayden Bodger	07/02/2024
Approver	Head of Human Resources	Jodie Grandile	07/02/2024

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1 Purpose

This procedure has been developed and implemented to support Fitness for Work Policy (SCEE-HR-HR-POL-0004) and to promote health and safety in all SCEE workplaces.

It is the policy of SCEE Electrical to promote, educate and train its employees in the various issues relating to Fitness for Work, including the adverse effects of the misuse of alcohol and drugs.

It is a condition of employment that all personnel will abide by this Procedure. The overall objective of the Fitness for Work Procedure is to maintain a safe and healthy work environment for all personnel by minimising hazards associated with personnel who are unfit for work.

The possession, consumption, distribution, sale of drugs of any kind and/or alcohol on any SCEE work site is STRICTLY PROHIBITED.

2 Scope

2.1 Application

The Fitness for Work Procedure applies to all Individuals on SCEE sites undertaking activities on SCEE's behalf. Managers/Supervision are responsible for ensuring the adoption, implementation, and application of the Fitness for Work Procedure. This document applies to all issues that can and may impact on Fitness for Work including, but not limited to fatigue, stress, physical wellbeing, medical issues, rehabilitation to work, drugs and alcohol.

It is a condition of employment that you comply with SCEE's Fitness for Work Policy and any site requirements for fitness for work. This includes the requirement to participate in alcohol and drug testing. A copy of relevant policies will be available to you and your non-compliance will result in refusal of access to site or termination of your employment. If you have any concerns regarding your fitness for work or the fitness for work of another person you must notify your supervisor immediately.

SCEE regards safety for yourself, your workmates, the client and visitors as the highest priority. You are expected to become actively involved in all safety initiatives developed by SCEE and promote a safe working culture at all times. You will need to abide by all Client and Project safety rules including the SCEE 5 Star Safety Commitment, failure to do so may lead to termination of employment.

2.2 Measures

SCEE will enforce the Fitness for Work Procedure by such measures as:

- Conducting random, blanket and "for cause" drug and alcohol testing
- Conducting work observations and fitness for work evaluations
- Providing education and training on the issues relating to Fitness for Work
- Providing a confidential referral service for employees who breach this Procedure
- When working on selected projects, SCEE may make use of provided EAP Programs
- In the event that the Client's Fitness for Work Policy and/or Procedure is more stringent than the SCEE policy, SCEE will adopt Client procedures for the duration of that project

3 Definitions

Term	Definition
SCEE	SCEE Electrical Pty Ltd
FFW	Fitness for Work
EAP	Employee Assistance Program
PEM	Pre-employment medicals
OHA	Occupational Health Assessments
FFWA	Fitness For Work Assessment
Illicit drugs	Illegal drugs
Licit Drugs	Prescription or over the counter drugs
Point of hire	As per the individual's contract
Principle/Client	A person or company that engage the worker (employee) or employer under a contract of services

4 Roles & Responsibilities

Managers/Supervision are responsible for:

- Assessing any individual who appears to be, or has been reported as being, unfit for duty
- Adherence to this procedure
- Discuss the concerns together with the person with the objective to identify resolution of those concerns, what support or assistance can be provided and SCEE expectations
- Seeking to discuss the issues of performance and safety with the objective of resolving the concerns
- Requesting that the person provides medical advice in relation to fitness for work
- Agreeing to action to resolve the concerns
- Advising/instructing the person to take leave for a period (rest of day or more), and ensuring that the person is able to get home safely
- Maintaining accurate and confidential documentation of events

Workers are responsible for:

- Adherence to this procedure
- Not attending work in a manner which may put themselves or anyone else at risk
- Advising management of any condition or medication which may result in them being unfit for work
- Not attending work under the influence of drugs or alcohol
- Not driving motor vehicles, or operating plant or machinery while under the influence of alcohol
- Reporting to their manager/supervisor if in their opinion any other worker may be unfit for work

5 Flowchart

N/A

6 Procedure

6.1 Fatigue

6.1.1 Fatigue definition

Work related fatigue may arise from situations requiring concentration for extended periods during work hours, working in extreme temperature or working in high-risk situations. Non-work-related fatigue is generally the result of poor quality or inadequate sleep which may be caused by a number of reasons including sleep disruption, ill family members, alcohol, distress, moonlighting (a second job) and domestic responsibilities.

6.1.2 Departure from site

Individuals who consider themselves unfit to drive home due to work related fatigue should report the problem to their Supervisor so that SCEE can take responsible steps to get the individual home safely or provide a place to sleep. Individuals who are found to be fatigued due to non-work-related circumstances are required to make their own arrangements (for the Individual) to get home safely or provide a place to sleep.

6.1.3 Managing Fatigue

SCEE will take all practical steps to minimise fatigue and its effects. This will include:

- Educating individuals on the effects of fatigue, especially on alertness and performance
- Providing Supervisors with the skills to assess fatigue and the authority to direct fatigued individuals to cease work

General individuals (employee) obligations:

- Individuals must be fit for work when they present for work
- Individuals have a responsibility to effectively manage fatigue issues to prevent fatigue from impacting on their fitness for work
- Individuals must obtain adequate sleep to prevent fatigue
- Individuals must exercise particular care to prevent fatigue at critical times such as returning to site after a break
- Individuals who feel fatigued while on shift must inform their Supervisor and must not remain on shift if they present a hazard to themselves or other Individuals

There are a number of steps which individuals can take to promote quality sleep and reduce the effects of fatigue:

- Ensure a quiet environment and discuss the need for quiet with family and friends
- Take a warm bath or shower before sleeping
- Avoid mental stress just before bed
- Turn off the phone
- Soundproof the bedroom and use white noise such as a fan
- Darken the room with thick curtains or alfoil on windows
- Control the temperature (a cool room is better than a warm room)

- Use sleeping aids like blindfolds and ear plugs
- Go to bed with an empty bladder
- Avoid caffeine five hours before bedtime
- Avoid exercise just before bedtime
- Eat a light snack before bed but don't go to bed with a full stomach
- Avoid alcohol
- Increase general fitness levels
- Avoid sleeping pills which can be addictive and can cause drowsiness during the next shift. Most sleeping tablets will show up on drug tests, making the individual unfit for work

Promoting alertness at work. Individuals can try these steps to stay alert on the job:

- Discuss the need for short breaks during the shift with your Supervisor
- Try and work in a buddy system. Talking with others can help keep you alert, and co-workers can be on the lookout for each other for signs of drowsiness during the shift
- Try and eat three healthy meals a day avoiding foods that upset your stomach

Further information on assessing and controlling hazards associated with fatigue can be found in procedure SCEE-BS-HS-PRO-0025 Heat and Stress Fatigue Management.

6.2 Drugs and alcohol

6.2.1 Objective

Safety and job performance are critical components of any project's success. SCEE recognises that drugs and alcohol can affect a person's ability to perform work safely. Being under the influence of drugs or alcohol increases the risk of injury or illness to the affected person and to fellow workers and the wider community. Drug and alcohol testing shall be undertaken at SCEE based on Australian Standards.

The objectives of this procedure are:

- To create a work environment for all personnel free from the hazards associated with the effects of drugs and alcohol in the workplace
- To ensure that a rehabilitation process is available where applicable
- To foster an attitude amongst all personnel that it is unacceptable to present for work or visit the Project under the influence of alcohol or any other drug that may adversely impact fitness for work
- To ensure that all personnel meet their legal obligations with respect to a safe working environment, including in relation to the general public

6.2.2 Drugs

SCEE requires that individuals return a negative drug test result in respect of those drugs tested and at the levels by the Standard at all times (as updated from time to time) whilst on site or undertaking work on behalf of SCEE.

Prior to testing personnel will be requested to confidentially disclose any medications they may have taken that are likely to be detected by the test.

Any individual who returns a positive drug test by exceeding the levels in the Standard breaches the FFW Policy. SCEE requires that Supervisors or delegate take appropriate action when they believe an individual is unfit for work even if they return a negative drug test result.

6.2.3 Alcohol

SCEE requires that individuals have a zero-blood alcohol content (BAC) reading at all times whilst on a SCEE project site including the corporate office and branch locations. Any Individual who has a BAC in excess of zero breaches the FFW Policy.

The Individual to be tested will be cautioned on factors which may produce inaccurate results, such as

- Smoking in the 10-minute period prior to test
- Use of substances containing alcohol i.e., Mouthwash
- BAC shall be determined by using an approved handheld breathalyser unit operated by an authorised person

If the reading is in excess of 0.000%, the individual should be made to wait under supervision for 10 minutes. During this time, the individual may NOT smoke but may be given a small glass of water on request. The breathalyser will then be repeated after 10 minutes. If the reading is still in excess of the allowable limits, transport will be arranged for the individual from the workplace to their accommodation by the supervisor.

The individual must show a negative reading before returning to work with consideration taken for the Heat Stress and Fatigue procedures. The individual's supervisor will follow the Fitness for Work Procedure as documented and section 6.1.

A positive reading for any individual on a project/work site will result in the individual being terminated from the Project/work site.

A positive reading for any individual on a non-project site (i.e., corporate office, branch locations) will be subject to disciplinary action up to and including termination of employment.

6.2.4 Prescription and over the counter drugs

Using prescription or over the counter drugs (licit drugs) may impair a worker's ability to perform safely and efficiently. There are several types of drugs that may impair performance including but not limited to:

- Hypnotics and sedatives
- Anti-depressants
- Antihistamines
- Stimulants and appetite suppressants
- Analgesics/Codeine
- Medication to assist in quitting smoking
- CBD oil
- Medicinal cannabis
- Synthetic Drugs

Certain prescription drugs may return a positive reading on a drug screen test. If the drug screen test result is consistent with medication which has been declared prior to the test, the individual may be able to return to work. Pending laboratory confirmation of the sample by GCMS it will not be dealt with as having returned a positive drug screen.

Any individual who declared any prescription medication may also be asked to provide evidentiary proof such as a doctor's prescription. A prescription must detail the individual's name and be dated.

When undertaking a random test, the person to be tested must advise the tester if they are taking over the counter or prescription drugs/medication. Each employee using prescription or over the counter drugs/medication is required to declare these by completing the SCEE-HR-RE-TEM-0008 Medical and Allergy Disclosure Form.

6.2.5 CBD Oil and Medicinal Cannabis

Cannabidiol (CBD) and tetrahydrocannabinol (THC) are the two main compounds found within the cannabis sativa plant.

THC is the main psychoactive compound that gives users the sensation of being "high." THC is consumed through smoking the cannabis plant, but it is also available in medicinal cannabis products.

Medicinal cannabis and CBD Oil is available in different combinations which can range from THC only, THC dominant, to CBD dominant. At present, there is no product available that is 100% CBD.

Any employee found to have any amount of THC in their body will be subject to disciplinary action up to and including termination of employment regardless of a prescription for CBD Oil or Medicinal Cannabis.

6.2.6 Synthetic drugs

Synthetic drugs such as cannabinoids are not intended for human consumption as they can produce elevated heart rate, elevated blood pressure, anxiety and hallucinations.

It is highly likely that these products will impair an individual's capacity to present themselves fit for work, and therefore put themselves and or others at risk.

Synthetic Cannabinoids, which have been reported to be five (5) to ten (10) times more potent than THC (the active component of Marijuana) can, and will, directly compromise your fitness for work and dramatically impair your ability to operate machinery.

As these products adversely affect an individual's fitness for work a sample of urine may be taken and sent for analysis. If the returned results are confirmed as being positive, they will be treated in the same way as illicit drugs tested for under the SCEE Fitness for Work Procedure. Products such as these synthetics are a banned substance from site and employees found to have them in their possession may have their site access removed and employment terminated.

6.3 Testing

Screening for the presence of drugs is performed from a sample of saliva and/or urine. All specimen collection and testing procedures shall be in accordance with the appropriate standards.

The individual being tested may request a witness.

Strict chain of custody procedures is enforced from sample collection to the reporting of results to ensure the sample is protected from contamination. All collection and testing procedures must maintain the confidentiality of the individual being tested.

6.3.1 Roles and Responsibilities

Role	Responsibility
Project or Registered Manager	To overview the selection of employees and to grant approval to carry out testing
Construction or Area Manager	To overview the selection of employees and to grant approval to carry out testing
Manager, Health and Safety or delegate	To Coordinate resources to support site AOD testing
Supervisors	Assist the Certified Collector with the selection process at the entry to the work area
Health and Safety Team	Notification to Area Supervisors of names of personnel required for testing. Physical Drug and Alcohol Testing of selected personnel by Approved Certified Testers only. Complete Positive Record testing form and hand it to the individual's supervisor for record keeping.
Human Resources	Assist with the coordination resources to support site AOD testing and actions required post testing, if applicable.
Employee (individual)	Individuals are responsible for their fitness for work and ability to perform designated duties safely

6.3.2 On-site drug testing collection method

The on-site screening for the presence of drugs is performed from a sample of saliva using the Securetec Drug Wipe. Please see Securetec Drug Wipe Quick Reference Guide on how to use.

Gloves should be worn when handling and conducting testing specimens or any object, material or surface that could be or has been exposed to excess specimens. Gloves should be carefully removed and changed when they are visibly contaminated.

The Individual to be tested will be cautioned on factors which may produce inaccurate results 10-minute period prior to test, such as

- Smoking
- Eating
- Drink
- Chewing gum or similar

If a non-negative reading is found via this testing method the test will be placed securely in a bag for reference and the employee will be taken to the nearest clinical facility authorised to conduct further testing for example: paramedic clinic onsite or GP clinic.

6.3.3 Pre-employment testing

Pre-employment testing will be carried out for all personnel as part of the pre-employment medical at recruitment for any SCEE Project or work site. Any person who registers over cut off levels for prescribed drugs and alcohol will not be employed by SCEE.

6.3.4 Alcohol Pre-shift testing

SCEE requires that individuals have a zero-blood alcohol content (BAC) reading at all times whilst on a SCEE site. Any Individual who has a BAC in excess of zero breaches the FFW procedure.

SCEE reserves the right to adapt or use the client's fitness for work policy/procedure regarding BAC.

The Individual to be tested will be cautioned on factors which may produce inaccurate results, such as

- Smoking in the 10-minute period prior to test
- Use of substances containing alcohol i.e., Mouthwash
- BAC shall be determined by using an approved handheld breathalyser unit operated by an authorised person

If the reading is in excess of 0.000%, the subject should be made to wait under supervision for 10 minutes. During this time, the subject may NOT smoke but may be given a small glass of water on request. The breathalyser will then be repeated after 10 minutes. If the reading is still in excess of the allowable limits, transport will be arranged for the individual from the workplace to their accommodation by the supervisor.

The individual must show a negative reading before returning to work with consideration taken for the Heat Stress and Fatigue procedures. The individual's supervisor will follow the Fitness for Work Procedure as documented and section 6.1.

A positive reading may result in disciplinary action and or termination of employment.

6.3.5 Voluntary self-testing for Alcohol

All sites will establish facilities to enable individuals to easily and privately self-test for alcohol without prejudice. Any individual who believes they may be affected by alcohol is encouraged to conduct a self-test prior to entering the site or starting work. Where there is not one available SCEE will provide a calibrated self-testing machine for individual use.

If an individual obtains a positive result from a self-test prior to commencing work or otherwise believes that they may not be fit for work the individual is required to declare themselves unfit for work and must not proceed into the workplace. In that event the following will apply:

- The individual must notify their Supervisor of their unavailability for work and discuss arrangements for their safe return to suitable accommodation; and

- Regular absence from work due to voluntary self-testing or otherwise will be treated as an absenteeism issue and standard performance management procedures will apply.

6.3.6 For cause testing

"For cause testing" may, at SCEE's sole discretion, be carried out in the workplace from time to time on employees or subcontractors personnel where SCEE may have reason to believe or suspect that employees or Contractor's Personnel are maybe working, behaving or conducting him or herself under the influence of alcohol or drugs.

1. A person's behaviour raises concern for SCEE or any other person working in the workplace or living at the accommodation villages that that person may be influenced by alcohol or other drugs (with support from line management): or
2. If evidence is found of alcohol or other drug use at work or at the accommodation (e.g., drug paraphernalia and alcohol containers).

Information about for cause test results (positive or negative) may be made available to departmental and/or SCEE management (if required) for any subsequent inquiry or investigations.

6.3.7 Incident Testing

SCEE shall conduct a "for cause test" for alcohol and/or drugs following an incident which has occurred either in the workplace or at the accommodation villages. SCEE will endeavour at times to undertake this testing however may authorise an external party to assist as required.

Where testing is not achievable by either SCEE or an external party, site is to contact the Human Resources Department for further assistance.

6.3.8 Blanket and random testing

SCEE will administer at its cost (through such a provider nominated by the SCEE from time to time) on site blanket testing of personnel for drugs and / or alcohol. Blanket testing is defined as testing of personnel within a defined area or work group at any time, including consecutive testing carried out each day.

The Site Manager in conjunction with the Human Resources Department will approve the minimum frequency of testing. The minimum frequency will be consistent across all sites. The frequency of alcohol testing may differ from the frequency of drug testing. As such both alcohol and drug testing can be conducted separately or together (i.e., employees may be required to supply both a breath sample and a urine/saliva sample for a test). Work groups will be selected using a random generator.

The Site Manager or Human Resources Department will then determine a day on which it is most appropriate to conduct the test. For random tests employees within the selected work group will be selected using a random generator. Employees who work across multiple sites will participate in any random test for individuals which may occur on the site they are on that day.

For blanket tests, all employees within the selected workgroup are required to undertake the test. It is a condition of entry to any SCEE site that all personnel submit to random drug and alcohol testing if selected.

For onsite personnel, positive test results for illicit drugs, miss-use of licit drugs or alcohol, or other relevant information (such as a person's refusal to test or tampering with a sample) will be provided to the Company who will implement the appropriate action in accordance with this procedure. Reference random drug testing log.

6.3.9 Testing of sick/absent employees

If an employee has reported they are unfit for work, they should not be drug or BAC tested unless there is reasonable cause e.g.: regular non-attendance. The Supervisor must seek approval from the line manager to conduct any D&A testing.

Employees shall not be allowed to return to work on the day they have reported unfit for work if illicit drugs or alcohol are the cause. If an employee continues a pattern of non-attendance for shifts this will become an absenteeism issue and shall be managed in accordance with the correlating HR policy.

6.3.10 Refusal to test

Refusal by on site personnel to submit to, or cooperate fully with, the administration of a random drug and alcohol test will:

- be treated as a positive result
- will also result in that person's exclusion from site and return to their point of hire
- may result in further disciplinary action up to termination of employment

The requirement to escort the person, either by car or plane, will be determined by a thorough review of the person's behaviour by SCEE management.

6.3.11 Positive Drug Result

SCEE uphold a ZERO drug tolerance policy. When a breach of the FFW Policy has been found to occur the employee's manager and a Human Resources Department representative will discuss the breach with the employee concerned. The discussion will focus on the following as applicable:

- The FFW Policy and the obligations it places on the employee
- The unacceptability of the Employees state or behaviour
- The risk that such states or behaviour create for the safety of the employee and other individuals
- The reasons why the Employee breached the FFW Policy
- The employee's responsibility to demonstrate that the fitness for work issues has been effectively addressed
- The consequences of the breach and any potential future breaches of the FFW Policy
- Recommending that the Employee access assistance to address the result
- Will also result in that person's exclusion from site and return to their point of hire
- May result in further disciplinary action up to termination of employment

6.3.12 Negative Result

Nil action taken. A negative result indicates no breach of the FFW procedure. This does not preclude the individual from future testing.

6.3.13 Record keeping

All alcohol and drug testing conducted by SCEE departments (e.g. prestart testing) that result in a positive test shall be recorded on SCEE-HR-TEM-0040 Drug and Alcohol Test Record and the completed form sent to the HR department to be saved in the appropriate employee file.

6.4 Pre-start and Debrief

Onsite personnel are required to sign on at pre-start (beginning of their shift) and off at debrief (end of their shift). Upon signing this you are acknowledging that you meet the requirements of the fitness for work procedure including but not limited to; 0.00 BAC and incident/injury free.

6.5 Leave

Payment for personal leave is conditional upon you informing your Manager/Supervisor, wherever practicable within 2 hours prior to the commencement of your shift of your inability to attend work, the nature of the illness and the estimated duration of the absence; and providing a Medical Practitioner's Certificate if required.

6.6 Allergies

Allergies are very common and, affect around one in three people at some time in their lives. There are many different causes of allergy and symptoms vary from mild to potentially life threatening. Allergy is also one of the major factors associated with the cause and persistence of asthma. Fortunately, effective prevention and treatment options are available for most allergies.

An employee is required to declare an allergy defined as a damaging immune response by the body to a substance, especially a particular food, pollen, fur, or dust, to which it has become hypersensitive. Please see the Intranet for the allergy declaration form SCEE-HR-RE-TEM-0008 Medical and Allergy Disclosure Form.

6.7 Stress

The result of stress often becomes evident in the workplace. Signs of stress in personnel normally result in, but are not limited to:

- Mood swings
- Anger/aggressiveness
- Emotional displays
- Inattentiveness
- Quietness
- Poor quality work

Supervisors are responsible to ensure they monitor all personnel at all times and report any changes in the performance or any signs and symptoms of stress. Personnel should be reminded continually that stress will affect their safety and performance within the workplace. Details of SCEE's Employee Assistance Program (EAP) are to be provided to the employee as outlined in section 8 of this procedure.

6.8 Family issues

Events that occur at home will likely to have an impact on the individual's work performance.

In such a case a person is unlikely to concentrate fully on the job or task if they are worrying about something at home. It is therefore important for line Supervisors to get to know their subordinates and be in a position to be confided in or asked for advice when one of their people has a family issue.

If the issue can be resolved quickly (i.e., phone call) then such action should be taken immediately.

6.9 Social issues

Social issues have the potential to affect a person's behaviour at the workplace or their behaviour outside the workplace, which consequently affects what happens at work.

It is important to identify or recognise people with issues within each work group and to assist them to deal with the issue before it becomes a major workplace issue or causes the individual to resign or be disciplined.

Often other concerned workers who will expect something to be done about it will tell the supervisor of people within his/her workgroup who have problems. It is vital to do something as soon as possible even if this is only to refer the matter to someone with more knowledge and skill in the area.

6.9.1 Responsible consumption of alcohol in a social setting

SCEE promotes the responsible attitudes and practices towards the serving of alcohol at SCEE hosted functions. SCEE functions will involve a responsible approach to serving alcohol. This includes:

- The prominent availability of alcohol free and low alcoholic drinks
- Providing appropriate food to be consumed with drinks
- Making alternative transport available where necessary
- Ceasing serving of alcohol for a reasonable period prior to the end of the function

6.9.2 Permission for Alcohol on SCEE Premises

The possession of alcohol on all SCEE sites requires the permission of the MD/CEO or Site Project Manager.

Where individuals receive alcohol unexpectedly (e.g., as a gift) or need to store alcohol on SCEE premises, they should seek permission from their manager or Site Project Manager as soon as practicable. If permission is granted the individual must store the alcohol securely and remove it from the premises as soon as possible. If permission is not granted to store alcohol on site it must be removed from site immediately.

6.10 Employee Assistance Program (EAP)

This program consists of professional counselling services in a number of areas, which include, but are not limited to:

- Drugs and Alcohol
- Personal Affairs
- Support Services
- Addictions
- Stress

SCEE's current EAP provider BSS Psychology (BSS) can be contacted on *1800 30 30 90*. BSS provide a 24-hour, 365 day per year service to respond to traumatic incidents and other urgent situations. Appropriate

procedures to protect the confidentiality of employees using the EAP have been put in place by the EAP provider BSS and SCEE.

6.11 Nutrition and lifestyle

All personnel through induction, training, promotions, and information sessions should be advised and reminded of the benefits to their fitness to work through nutrition and lifestyle whilst residing in the construction accommodation, town, or home environment. It is important for each individual to maintain nourishment through a healthy diet by the selection and preparation of the appropriate foods however this is the responsibility of the individual.

6.12 Environmental and Climatic Conditions

Continued work over extended periods in extreme temperatures and climatic conditions is physically demanding. Managers must ensure they assess the workload and effects of continued exposure in extreme conditions on their personnel. Potential control measures may include scheduling physically demanding tasks to cooler or less stressful periods of the day and planning work activities with suitable control measures such as canopies and regular rest breaks.

All supervisors are responsible for monitoring their personnel and ensuring they are sufficiently rested, hydrated and capable of performing their allocated tasks. These issues are to be discussed on a regular basis prior to work commencing, as part of the pre-start meeting.

6.13 Facilities and Restrictions

Accommodation facilities are at the ability of personnel to ensure they take advantage of their recovery period. If extended hours, work cycles and shift operations occur outside of the normal working hours (i.e. nightshift) it is important to plan and align facilities which ensure personnel are afforded the maximum opportunity to sleep and eat unimpeded and without disruption.

7 Self Help

Any person, who believes that he or she may be unfit for work for any reason is expected to inform his or her supervisor/employer and ensure they do not commence work accordingly. By taking this honest and responsible approach the risk to individuals and others is reduced.

8 Medical assessment

8.1 Pre-employment medicals (PEM)

Pre-employment medical examinations are mandatory for all personnel.

The purpose of the medical examination is to identify and allow the employer to manage pre-existing conditions, injuries or illnesses, which may otherwise predispose personnel to further injury or illness. Suitability and accepted levels of fitness will be required for some positions and pre-employment medicals ensure that applicants can meet certain fitness specifications.

Pre-employment medical examinations can include a medical assessment, physical examination, fitness testing, musculoskeletal assessment, spirometry, an audiometric test, chest x-ray and a drug and alcohol test.

The cost of pre-employment medical examinations for employment reasons is SCEE's responsibility. Results cannot be provided to candidates.

Employees can be asked to complete SCEE-HR-HR-TEM-0039 Medical Authority Form and return to HR prior to attending the medical.

8.2 Periodical assessment

Legislation demands that SCEE conducts periodical assessments for health screening against certain criteria. It is a requirement that these assessments are conducted by a registered practitioner, some results are managed by government bodies and shall be provided as per the legal requirement.

All periodical assessments shall be conducted at the request and cost of SCEE and shall be arranged for the employee in consultation with the employee.

Any staff moving from one project to another requires a new full medical assessment and drug and alcohol screen (DAS) to be completed if the medical is older than one year and the DAS is older than 28 days.

The following reference table t outlines the assessment requirements

	Audiometric assessment	Hearing fit testing	Spirometry assessment	Chest x-ray	Pre employment medical expiry at onboarding	DAS expiry at onboarding
All site-based staff	2 yearly	2 yearly	2 yearly	Every 2 years at the request of the worker	1 year	28 days
Electrician	2 yearly	2 yearly	2 yearly	Every 2 years at the request of the worker	1 year	28 days
Trades assistant	2 yearly	2 yearly	2 yearly	Every 2 years at the request of the worker	1 year	28 days
Boilermaker	2 yearly	2 yearly	2 yearly	Every 2 years at the request of the worker	1 Year	28 days
Apprentice	2 yearly	2 yearly	2 yearly	Every 2 years at the request of the worker	1 year	28 days

9 Risk Management Plans

To reduce the risk of injury or illness to as low as reasonably practical, Risk Management Plans can be put in place in the event a risk factor, condition, or injury has been identified. Both the Employer and Employee agree that as a firm condition of employment, the Risk Management Plan shall be implemented and strictly followed.

10 Training

Information, education and training session are important in ensuring that everyone understands their roles and responsibilities in accordance with this procedure. Information and tools necessary to understand and manage FFW will also be provided to employees.

As a minimum education and training in FFW shall be imparted by Company Induction and toolboxes. Company induction will be supported by education sessions to raise awareness of significant FFW issues, especially fatigue, emotional state, stress, and the inappropriate use of alcohol and/or other drugs, and ways of reducing their impact on the workforce,

Management and Supervision will receive appropriate education and training in the management and referral for assistance of any concerns relating to FFW.

11 Ergonomics

The risk of musculoskeletal disorders increases with age, but people of any age can experience them due to other conditions, like bad posture. The best way to prevent the onset of musculoskeletal disorders in the workplace office environment is with ergonomics. The aim is to create a comfortable, safe and productive workspace by bringing together health and design, with positioning and adjustment based on the individual.

11.1 Ergonomic Guide

Every individual is different, so the best way to educate and apply correct ergonomics is with a personal workstation assessment. There is no 'one-size-fits-all' ergonomics solution, so it's about investigating each person to determine his or her requirements. Any requirement for specialised equipment may need to be funded by the employee.

12 Occupational Health Assessments (OHA)

An employee may be required to undertake an Occupational Health Assessment(OHA) or Fitness for Work assessment (FFWA). The OHA/FFWA aims to provide SCEE with an independent assessment of whether there is a medical condition which prevents the employee from performing their normal duties or that the condition may present further risk of injury or illness. Circumstances which may result in an employee being requested to attend an OHA/FFWA are:

- A non-work-related accident/incident, illness, or injury
- High usage of unplanned or unauthorised extended absences from work
- Returning to work after an income protection claim

- Other, for example where the employer has reasonable grounds to request the employee undertake an OHA

When an employee meets any of the above circumstances a medical certificate from their treating doctor may be requested to determine whether the employee is fit to return to their normal duties.

- Once a certificate has been issued to the site manager or delegate supervisor, they will provide to HR for review
- The employee will receive a letter or email from HR requesting that they attend an OHA with the details of a booked appointment
- HR will provide any relevant history and reasons for the OHA to the medical provider with copies of any medical certificates and details of the employee's job description
- Once the OHA/FFWA is received HR will be in contact with the employee to discuss their return-to-work plan

The cost of assessments as listed above for SCEE employees will be funded by SCEE.

13 References

Document ID	Document Title
SCEE-HR-HR-POL-0004	Fitness for Work Policy
SCEE-HR-RE-TEM-0008	Medical and Allergy Disclosure Form
SCEE-HR-HR-TEM-0039	Medical Authority
SCEE-HR-HR-TEM-0040	Drug and Alcohol Test Record
SCEE-BS-HS-PRO-0025	Heat and Stress Fatigue Management
	Securetec Drug Wipe Quick Reference Guide

14 Related Documents

Related documents are those that have a relationship with this document, for example if this was the Operational Risk Management procedure related documents would include the work instruction to complete a JHA, the JHA template, Take 5 work instruction and booklet, etc.

Document ID	Document Title
SCEE-BS-HS-GUI-0001	Event Notification Guide
SCEE-BS-HS-TEM-0006	Safety Management Plan
SCEE-BS-HS-TEM-0056	HSE Sign on Sheet