

SAFETY PROCEDURE

SAFETY MANAGEMENT PROCEDURE FOR FITNESS FOR DUTY

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1. APPROVAL

Document Control			
Document:	HSEQ-MP-101 – Fitness for Duty		
Version:	1.0		
Released:	Insert Date		
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Prepared By:	Insert Person	Position:	Insert Position
Reviewed By:	Insert Person	Position:	Insert Position
Approved By:	Insert Person	Position:	Insert Position

This procedure is reviewed to ensure its continuing relevance to the system and process that it describes. A record of contextual additions or omissions is given.

Amendment Record			
Version	Date	Context	Summary of amendments
1.0	Insert Date	To manage the risks associated with attending work in a fit manner.	Original

The latest version of this procedure is on **Insert Your Company** intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy.'

Document Title:	Fitness for Duty	Rev:	1.0
Uncontrolled Copy:	<input checked="" type="checkbox"/>	Controlled Copy:	<input checked="" type="checkbox"/> Date: Insert Date

2. PURPOSE

The purpose of this procedure is to create and maintain a safe and effective work environment for all personnel and recognizes that drug, medication and alcohol misuse can impair an individual's ability to perform his/her normal duties and thus create a risk for the person or others.

3. SCOPE

Under health and safety legislation, the **Insert Your Company** is required to provide and maintain systems of work that are, as far as is practicable, safe and without risk to health. Workers are required to take care of their own health and safety, and the health and safety of any other person who may be affected by their work or omissions at the workplace. To enable these obligations to be met, all persons entering a **Insert Your Company** workplace

4. TERMS AND DEFINITIONS

Term	Definition
Drug	Is any substance that can impair an individual's ability to perform their normal duties.
Fatigue	Weakeness or tiredness caused by prolonged wakefulness or insufficient and/or poor quality sleep.
Fitness/Fit for Work	Means that a person has a physical, mental and emotional capacity to perform their assigned tasks completely and in a manner that does not compromise or threaten the safety or being of themselves or others.
Medication	Is a substance that is ingested for health-related purposes, either by prescription or non-prescription.
Worker	An employee, a contractor or sub-contractor, an employee of a contractor or sub-contractor, an employee of a labour company who has been assigned to work, an apprentice or trainee or a student gaining work experience.

5. ROLES AND RESPONSIBILITIES

Managers are responsible for:

- Ensuring the requirements of this procedure are adhered to.
- Maintaining confidentiality when a person, for whom they have responsibility under this procedure, advises that they have been prescribed medication by a medical practitioner if that medication can have an effect on their work performance or if it increases the risk to their own safety or the safety of others