

FITNESS FOR WORK POLICY

Insert Your Company recognizes that we have a duty of care to ensure that all personnel are fit for work while they are at our workplace or undertaking work activities at any location on our behalf.

Insert Your Company's fit for work policy defines the responsibilities of our personnel, inclusive of employees, contractors, visitors and any other person who is at a **Insert Your Company** workplace or intends to enter a **Insert Your Company** workplace.

This work means that employees are expected to maintain an acceptable level of health and well-being that enables them to perform their assigned tasks competently and in a manner that does not compromise the well-being of themselves or others. Accordingly, the objectives of this policy are to:



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- Conducting drug and alcohol testing when and where required to monitor and improve fitness for work.
- Providing the appropriate assistance to overcome difficulties that could impact a person's fitness for work.
- Providing effective, fair and consistent processes for dealing with people who are unfit for work.

It is essential that all personnel report to work fit for duty and should always ensure that they:

- Are not impaired by any medication, stress, physical well-being, fatigue, medical issues, drugs or alcohol.
- Are always in a fit state to perform their assigned work until on duty.
- Consider their lifestyle and other activities to ensure that they do not affect their ability to perform their required work duties.

All personnel are expected to take reasonable steps to notify **Insert Your Company** of anything that, to their knowledge, may affect their capacity to comply with the policy and the requirements of the Work Health and Safety Act and the Work Health and Safety Regulations.

Manager

Reviewed

Insert Your Company