

Fit for Work and Fitness for Duty Policy

PURPOSE

The purpose of this policy is to ensure that all workers of E4 People ('the Employer') attend work in a condition that allows them to perform their duties safely, effectively and without risk to themselves, their colleagues, clients or the general public. This policy outlines the Employer's expectations regarding physical and mental fitness for duty, and reinforces our commitment to maintaining a safe, healthy and productive work environment at all times.

This policy supports the organisation's existing Work Health and Safety and Workplace Behaviours Policy.

SCOPE

This policy applies to all E4 Workers, at all times and without exception.

POLICY

E4 People is committed to:

- A safe, healthy and productive working environment
- Ensuring all people performing work duties are fit for the responsibilities of their role
- Minimising risk and harm to individuals
- Complying with applicable health, safety and employment laws.

Definitions

- **Fit for Work / Fitness for Duty:** A worker is considered fit for work when they can safely and competently perform their duties without impairment from fatigue, illness, injury, medication, substances or other conditions that may affect behaviour or performance.
- **Fit for Work Requirements:** E4 workers are expected to present to work fit to perform their duties safely and competently. This includes being free from impairment caused by:
 - Fatigue;
 - Illness or injury;
 - The use of alcohol or drugs (including prescription medication that may impair performance);
 - Psychological distress or mental health concerns that impact safe behaviour; or
 - Any condition that may reasonably increase the risk of harm to themselves or others.

E4 workers must not commence or continue work if they are unfit to do so.

Disclosure of Pre-Existing Injuries or Diseases

Prior to commencing work with the Employer, E4 workers are required to disclose in writing all pre-existing injuries or diseases of which they are aware, and which could be affected by their proposed employment and fitness for duty.

Failure to disclose or providing false or misleading information regarding any such pre-existing injury or disease, may result in an E4 worker not being entitled to workers' compensation for any recurrence, aggravation, acceleration, exacerbation or deterioration of that injury or disease.

Types of Fitness Concerns

Fitness for duty concerns may include:

- excessive fatigue impacting alertness or coordination;
- physical incapacity preventing safe performance of assigned tasks;
- mental health concerns affecting judgement, behaviour, or communication;
- impairment resulting from substance use;

- unsafe behaviour linked to fitness issues;
- a serious risk to workplace health and safety caused by a worker's condition;
- concealing any information relating to the above.

How to Report Fitness Concerns

E4 workers should, in the first instance, report any concerns regarding their own fitness for duty or the fitness of another E4 worker to the Employer. All reports will be treated with complete confidence.

Where necessary, concerns may also be reported to external bodies such as WorkSafe, medical practitioners, or relevant regulatory authorities.

Reports made in good faith are protected, even if ultimately unsubstantiated. However, deliberately false, misleading, or malicious allegations may result in disciplinary action.

Assessment of Fitness for Duty

Upon receiving a report, the Employer will determine whether the matter relates to fitness for duty and, if so, an assessment will be conducted.

The assessment may include:

- Internal review;
- Obtaining medical certificates or clearances;
- Referral to an external medical practitioner or specialist;
- Temporary modification of duties;
- Temporary removal from assignment.

The assessment process will be reasonable and appropriate, having regard to the nature of the fitness concern and any associated risks.

Temporary Removal from Duty

E4 People may direct a worker to cease work immediately if they are considered unfit for duty.

This may occur where the worker's condition:

- Poses a safety risk;
- Impacts their ability to perform their role;
- Breaches client site requirements;
- Breaches workplace health and safety obligations.

A worker may be required to provide medical clearance prior to returning to work.

POLICY BREACH

Where a breach of this policy is identified, E4 People may take appropriate disciplinary action, up to and including termination of employment or assignment.

POLICY REVIEW

This policy will be regularly reviewed by E4 People and may be revised from time to time. Any necessary changes will be implemented by the Directors.