

The health, safety and wellbeing of people in the workplace can be adversely affected by individuals who are unfit for work. The purpose of this Policy is to outline Just Focus requirements for managing fitness for work of people working for Just Focus. It includes details for managing fatigue, personal stress, personal physical condition, and alcohol and other drugs in the workplace.

Being 'fit for work' means that a person is in a satisfactory physical, mental and emotional state that enables them to perform tasks competently and safely, without introducing risks to themselves or others.

Factors that could affect fitness for work, include:

- Fatigue;
- Psychological (personal) stress;
- Physical condition (e.g. illness, injury, fitness); and
- Alcohol or other drugs.

Individuals whose fitness for work is impacted by factors including fatigue, alcohol or other drugs, have a responsibility not to participate in activities where they may introduce a higher risk to their own or other people's health and safety.

Where a supervisor or manager is made aware that an individual may be unfit for work, they will take appropriate action to manage the risks, taking into account the individual's personal circumstances.

Management actions and strategies dealing with fitness for work will vary depending on individual circumstances, but may include:

- Awareness training;
- Task rotation and/ or task variation;
- Increased supervision and/ or a buddy assigned;
- Extra breaks;
- Return to work plans;
- Alcohol and other drugs testing (refer to later section);
- Sick leave where appropriate;
- Sent home (e.g. if affected by drugs and/or alcohol. Refer to later section); and

- Contractors and visitors removed from site, including contractor performance review processes.

In the event that a worker feels that they are unable to complete their tasks competently and safely due to fatigue, they are to notify the Supervisor/Manager, who will determine appropriate control actions in consultation with the worker.

The following factors should be considered when assessing risks from fatigue:

- Time of day/night, and time of commencement of shift;
- Amount of sleep opportunities in past 48 hours (taking length of shift and commute time into account);
- Nature of task worker is performing;
- Environmental factors (e.g. noise, dust, heat, cold);
- Other factors (e.g. personal stress, drug or alcohol abuse); and
- Fatigue risks associated with medical conditions, sleep disorders and medications.

An individual's personal issues may contribute to personal or psychological stressors which may impact on health and safety in the workplace.

In the event that a worker feels that they are unable to complete their tasks competently and safely due to personal or psychological stresses, they are to notify their manager, who will determine appropriate control actions in consultation with the worker.

A person's physical condition can change due to a range of factors. Many Just Focus tasks require a person to have a certain level of fitness, and the tasks undertaken can impact on their physical ability (e.g. muscle fatigue from manual or repeated tasks). Where a worker's physical condition prevents them from safely continuing on with or completing an allocated task, they are to consult their manager. Managers are to determine appropriate control actions in consultation with the worker.

Alcohol and drugs may affect an individual's ability to carry out work safely.

Examples may include:

- Slower reaction times;
- Reduction in situational awareness, e.g. awareness of risks in surrounding environment;
- Lowered perception of the level of risk;
- Sleepiness/fatigue; and
- Aggressiveness.

Where a manager is advised, or suspects a worker may be under the influence of alcohol or other drugs they are to:

- Immediately remove the worker from the work environment;
- Request the worker present for alcohol and other drugs testing and arrange for that testing.

Workers have an obligation not to be under the influence of illegal or legal drugs, including alcohol, while at work or when conducting company business.