



## FITNESS FOR WORK POLICY

<b>Procedure Type</b>	Administrative Procedure		
<b>Responsible Department</b>	Office of Chief Executive Officer		
<b>Responsible Officer</b>	Chief Executive Officer		
<b>Related policies and / or procedures</b>	DCE Drug and Alcohol in the Workplace Procedure DCE Smoke Free Zone Workplace Policy DCE Equal Opportunities Policy and Procedure		
<b>Date adopted</b>	2017	<b>Minute Number</b>	
<b>File Ref</b>	12.63.1/2		
<b>Version</b>	2.1		
<b>Last reviewed</b>	June 2020		
<b>Next Review date</b>	June 2023		

### 1. Purpose

The purpose of this policy is to:

- a) Outline the District Council of Elliston's stance on the use and or abuse of drugs and alcohol in the workplace, and the rights and obligations of Council and its workers;
- b) Ensure that the abuse of drugs, alcohol and any other substance has no adverse effect on worker health and safety;
- c) Provide guidance for the assessment and management of workers who do not appear to be in a fit state for work; and
- d) Enable workers to perform their roles competently and without threat to the health and safety of themselves or others.

### 2. Scope

This policy applies to all Council workers, including employees engaged on a casual, part time or fixed term basis.

### 3. Policy

The District Council of Elliston is committed to striving for a drug and alcohol free workplace to provide a safe and healthy environment for its workers, contractors, visitors and the general public.

### 4. Drugs and Alcohol

4.1. The District Council of Elliston have implemented the following tolerances:

- a) Illicit Drugs – all employees **Zero**
- b) Alcohol – all employees **0.05**

*Notwithstanding that, any State and Federal Government Law will take precedence over this policy, e.g. Heavy vehicle operators tolerance is ZERO.*

*Irrespective of Council policy, all workers must comply with the requirements of CASA at all times when carrying out work airside at the Elliston and Lock Aerodromes.*



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- 4.2. The possession, consumption, sale and distribution of illicit drugs on or in a Council workplace and perimeters is strictly prohibited.
- 4.3. Unless there is prior CEO/Manager approval for social events, unauthorised consumption, sale of, or distribution of alcohol is strictly prohibited.
- 4.4. Any worker attending work at the District Council of Elliston under the influence or effects of illicit drugs or alcohol will not be permitted to commence work or continue work.
- 4.5. To ensure adherence to the tolerances referred to at 4.1 above, workers, when requested will be required to undertake periodical and random alcohol and drug screening whilst at work. Refer to DCE Drugs and Alcohol in the Workplace Procedure.

### 5. Other

- 5.1. Workers are responsible for attending work in a state that does not put the health and safety of themselves or others at risk, including but not limited to inattentiveness caused by lack of sleep, fatigue, stressful situations outside of work and/or injuries sustained in recreational activities.
- 5.2. It is the responsibility of all workers to report to their manager or supervisor if, in their opinion, any other worker seems unfit for work.
- 5.3. If there is reasonable doubt a worker is unfit to carry out their duties, Council will not allow that worker to continue or commence work until they have been assessed as safe to do so. Council reserves the right to request a worker, who it reasonably believes is unable to safely perform their duties because of any form of impairment, to attend a medical practitioner of the Councils choice for an independent assessment.
- 5.4. Council will take all reasonable steps in the placement of workers to ensure that working conditions do not create an unacceptable risk of fatigue.
- 5.5. Council understands and recognises the need to support workers in relation to a variety of work/personal related issues, which could impact negatively on their wellbeing and have access to an "Employee Assistance Program" whereby if employees, if required, may seek professional counselling on a confidential basis.
- 5.6. It is the responsibility of the worker to inform their manager or supervisor of any prescribed and or pharmaceutical drugs which may affect their ability to drive vehicles and/or operate plant or carry out any of their duties.
- 5.7. Council believes that age friendly practices promote a healthier and respectful workplace where employees of all ages are treated fairly and with dignity. As part of our commitment to an age-friendly workplace, Council is committed to participating in the Ageing and Work Health Program.

### 6. Enforcement

- 6.1. Any worker found to be breaching this policy will be subject to disciplinary action, including immediate stand down and performance management and/or review. Serious or repeated breaches may lead to suspension or termination of employment or association.
- 6.2. Any breaches of the policy guidelines will be recorded and kept on a workers personnel file.

### 7. Responsibilities

- 7.1. Managers and supervisors are responsible for:



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- 7.1.1 The effective implementation of this policy in their work place;
  - 7.1.2 Leading by example in the implementation of the policy through their demonstrated behaviour;
  - 7.1.3 Ensuring this policy is fairly and consistently applied across all work groups;
  - 7.1.4 Taking appropriate action in the event of serious or repeated breaches of this policy; and
  - 7.1.5 Respecting the rights of all workers to maintain confidentiality in relation to medical records, performance management and other matters discussed in confidence.
- 7.2 Workers are responsible for:
- 7.2.1 Not presenting for work if under the influence of drugs or alcohol, or in a physical or mental state that compromises their ability to perform their duties competently and in a manner that does not put the health or safety of themselves or others at risk;
  - 7.2.2 Providing relevant information to their manager or supervisor about the potential side effects of pharmaceutical/over the counter medicines or prescription medicine, where they have the potential to affect or limit work performance; and
  - 7.2.3 Reporting to their manager or supervisor if, in their opinion, any other worker seems unfit for work.
- ### 8 Definitions
- 8.1 Fit for Work
- To be fit for work, a worker must not be under the influence of drugs, alcohol or any other substances and must be in an appropriate physical and mental state to perform their duties competently and in a manner that does not put the safety or health of themselves or others at risk.
- 8.2 Illegal Drugs
- Use of drugs such as heroin, amphetamines, cocaine and cannabis are illegal and are prohibited from Council's workplaces. They can significantly impair an individual's work performance and can substantially increase the probability of a work place accident.
- 8.3 Pharmaceutical/ Over the Counter Medicines
- These are drugs that can only be obtained from a pharmacy; they include drugs that can contain various chemicals including pseudoephedrine and codeine. These drugs potentially can affect one's ability to drive vehicles and/or operate plant.
- 8.4 Prescription Medicines
- These can only be obtained with a prescription from a doctor; their purpose is to treat medically diagnosed conditions. Such medicines may affect one's ability to drive vehicles and/or operate plant and it is therefore important to seek medical advice about the potential side effects of any prescription medicines. Should the prescription medicine have the potential to affect or limit work performance, the worker must provide relevant information about the side-effects of the drug usage to their manager or supervisor.
- 8.5 Worker
- Reference to workers may also be taken to mean contractors and volunteers, if applicable in the context.



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### 9. Related Documents

Code of Conduct for Council Employees

Fitness for Work Procedure

Drugs and Alcohol in the Workplace Procedure

SIGNED:

CEO

Date: 24/6/20

Works Manager

Date: 24/6/20

### 10. Document History

Document History:	Version No:	Issue Date:	Description of Change:
	1.0	Feb 2017	New Document
	2.0	Aug 2019	Amended employee access program information and removed related documents in relation.
	2.1	June 2020	Reviewed – Added reference to Ageing and Work Health Program