



Fitness For Work Procedure

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Authority

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1 Purpose

This Procedure outlines the processes used by SCEE Electrical to ensure that all persons attending work are fit to perform their duties safely.

SCEE Electrical is committed to providing and maintaining a safe and healthy work environment by managing risks associated with impairment, including but not limited to fatigue, stress, medical conditions, alcohol, and other drugs.

Fitness for Work is assessed based on an individual's capacity to perform work safely, not solely on the presence of a medical condition or substance.

Compliance with this Procedure is a condition of employment and site access.

2 Scope

This Procedure applies to all workers and other persons undertaking work on behalf of SCEE Electrical, including employees, contractors, labour hire personnel, visitors and clients while on SCEE-controlled workplaces.

Managers and Supervisors are responsible for implementing this Procedure and taking reasonable steps to manage risks to health and safety arising from impaired fitness for work.

Individuals must not attend work if they are not fit for work and must comply with all Fitness for Work requirements, including alcohol and other drug testing where applicable.

Non-compliance may result in removal from site, disciplinary action, or other appropriate management actions in accordance with applicable industrial instruments and legislation.

2.1 Measures

SCEE Electrical will implement this Fitness for Work Procedure through a combination of preventative, monitoring and response measures designed to manage risks to health and safety.

These measures may include, but are not limited to:

- Conducting alcohol and other drug testing, including random, for cause and post-incident testing, in accordance with applicable legislation, Australian Standards and site requirements
- Conducting work observations and fitness for work assessments where there are reasonable grounds to believe a person may be unfit for work
- Providing information, education and training to employees and managers on fitness for work, impairment, fatigue, alcohol and other drug risks
- Providing access to confidential support services, including Employee Assistance Programs (EAP), where appropriate
- Referring employees to additional support, assessment or intervention measures where a breach or concern is identified
- Adopting client or principal Fitness for Work requirements where they are more stringent than SCEE Electrical requirements, for the duration of the relevant project

All measures will be applied in a manner that is reasonable, proportionate to the risk, and consistent.

3 Roles & Responsibilities

Managers and Supervisors are responsible for:

- Implementing and complying with this Fitness for Work Procedure
- Monitoring work activities and responding where there are reasonable grounds to believe a person may be unfit for work
- Assessing reported or observed fitness for work concerns in a timely, respectful and non-judgemental manner
- Discussing concerns directly with the affected person, with the objective of:
 - Identifying and managing safety risks
 - Understanding contributing factors
 - Determining appropriate support, controls or adjustments
 - Reinforcing SCEE Electrical's fitness for work expectations
- Managing performance or safety impacts associated with fitness for work concerns in accordance with this Procedure and other relevant policies
- Requesting medical advice or clearance where reasonably required to determine fitness for work
- Agreeing on and implementing appropriate actions to manage identified risks, including modified duties, temporary removal from work, or leave where necessary
- Ensuring that any person removed from work due to fitness for work concerns is able to return home safely
- Escalating matters to Human Resources and Injury Management where required
- Maintaining accurate, factual and confidential records in accordance with privacy obligations

Workers are responsible for:

- Complying with this Fitness for Work Procedure and any site-specific requirements
- Presenting for work fit to safely perform the inherent requirements of their role
- Not attending work if they are impaired or otherwise unfit for work
- Informing management, as soon as practicable, of any condition, treatment or medication that may reasonably affect their ability to work safely
- Not attending work under the influence of alcohol or other drugs, whether illicit or misused licit substances
- Not driving vehicles or operating plant or equipment while impaired
- Reporting concerns to their manager or supervisor if they reasonably believe another person may be unfit for work

4 Fatigue

4.1.1 Managing Fatigue

Fatigue is a recognised health and safety risk that can impair a person's ability to work safely.

Workers are responsible for taking reasonable steps to manage personal fatigue and must not attend work if they are so fatigued that they cannot perform their duties safely.

Where a worker feels unsafe due to fatigue, they must report this to their direct supervisor as soon as practicable.

Supervisors are responsible for assessing reported or observed fatigue-related concerns and implementing appropriate controls to maintain a safe working environment. This may include task modification, rest breaks, adjusted hours, temporary removal from work, or other reasonable measures.

Where fatigue is ongoing, recurrent, or forms a pattern over multiple days or shifts, the matter must be escalated to Human Resources for further assessment, including consideration of role suitability, work arrangements or medical review where appropriate.

4.2 Drugs and alcohol

4.2.1 Drugs

SCEE Electrical prohibits attendance at work while impaired by illicit drugs or the misuse of licit substances.

Drug testing may be conducted:

- Randomly
- For cause
- Following an incident
- As required by a client or site

All testing will be conducted by a suitably qualified provider in accordance with Australian Standards and privacy requirements.

4.2.2 Alcohol

SCEE Electrical requires a zero-blood alcohol concentration (0.00% BAC) while performing work or attending SCEE workplaces, including offices, sites, and client locations.

4.2.3 Prescription and over the counter drugs

Workers must inform SCEE Electrical if they are taking prescribed or over-the-counter medication that may affect their ability to work safely.

Where required, SCEE may request medical confirmation from a treating practitioner that the worker is fit to perform the inherent requirements of their role.

Medical information will be managed confidentially and in accordance with the Privacy Act 1988.

4.2.4 Medicinal Cannabis and Cannabidiol (CBD)

Medicinal cannabis and cannabidiol (CBD) products may be lawfully prescribed in Australia under Therapeutic Goods Administration (TGA) frameworks.

Notwithstanding this, due to the safety-critical nature of SCEE Electrical's work, the use of medicinal cannabis or CBD products is not compatible with performing site-based or safety-critical duties.

This includes products described as CBD-only, as:

- many products are not TGA-registered
- contamination with THC cannot be reliably excluded
- impairment risk cannot be consistently or objectively assessed

Accordingly:

- Workers must not attend SCEE Electrical sites or perform safety-critical work while using medicinal cannabis or CBD products
- Online or telehealth prescriptions do not remove this restriction

Workers who are prescribed medicinal cannabis or CBD products must:

- Declare the medication confidentially to Human Resources
- Be assessed as not fit for site-based or safety-critical duties while using the medication

Where a worker is required to use such medication, SCEE Electrical may consider alternative duties, temporary removal from site, or leave arrangements where reasonably practicable.

Any detection of THC during drug testing will be managed as a Fitness for Work concern and may result in removal from site and further management action.

4.2.5 Refusal to test

Refusal to submit to testing without reasonable cause may be treated as a breach of this Procedure.

Reasonable refusal may include medical, psychological or safety concerns, which will be assessed on a case-by-case basis.

Unreasonable refusal may result in removal from site and further management action.

4.2.6 Positive Drug Result

All non-negative results shall be reported to Human Resources for further management.

5 Reporting

Any person, who believes they are not fit for work shall inform the direct supervisor as soon as possible.

This reporting may require medical assessment (depending on the site requirement), and/or an incident report. These shall be instigated as soon as is reasonable (based on the reporting).

Should medical assessment be required, a clearance to return to work shall also be required.

5.1 Personal issues

A range of personal circumstances may affect an individual's fitness for work, including but not limited to fatigue, stress, sleep deprivation, emotional distress, social or family issues.

Where personal issues impact an individual's ability to perform work safely, these matters should be raised with a supervisor as early as practicable.

Some personal issues may be managed safely at work through appropriate support or temporary controls. However, where an individual is assessed as being unfit for work due to safety concerns, they may be required to cease work for a period to manage the risk.

Where an employee is removed from work due to fitness for work concerns arising from personal issues, SCEE Electrical may require medical clearance or other appropriate confirmation of fitness prior to the employee returning to work.

SCEE Electrical encourages early access to support and provides a confidential Employee Assistance Program (EAP) to all employees and their immediate family members at no cost.

6 Medical assessment

6.1 Pre-employment medicals (PEM)

A Pre-Employment Medical (PEM) is a risk-based assessment conducted by a suitably qualified and registered medical practitioner and/or allied health professionals to determine whether an applicant is able to safely perform the inherent requirements of the proposed role.

The scope of a PEM will be limited to:

- The physical and functional requirements of the role
- Any minimum site entry, client or statutory requirements
- Identified health and safety risks associated with the work

PEM assessments will not seek information unrelated to the inherent requirements of the role or fitness for work.

Where required, minimum fitness standards may apply to specific roles to ensure work can be performed safely.

SCEE Electrical is responsible for the cost of pre-employment medical assessments.

SCEE Electrical will receive a report confirming fitness for work and any recommended restrictions or controls. Detailed diagnostic information will not be provided.

Applicants may request confirmation of the outcome of their PEM.

A Pre-Employment Medical is generally valid for two (2) years from the date of assessment, unless otherwise required by legislation, site conditions or client requirements.

Pre-employment alcohol and other drug screening is valid for twenty-eight (28) days from the date of testing.

6.2 Periodical assessment

SCEE Electrical is required under applicable Work Health and Safety legislation to identify and manage risks to workers' health arising from their work.

Where risks cannot be eliminated, SCEE may implement health surveillance or periodic health assessments to monitor exposure to specific hazards and to verify that control measures remain effective.

Periodic health assessments will:

- Be risk-based and aligned to the inherent requirements of the role
- Be conducted in accordance with applicable Commonwealth and State or Territory WHS legislation, Codes of Practice and regulatory guidance
- Be undertaken by a suitably qualified and registered medical or health practitioner

Some assessment results may be required to be reported to regulatory bodies in accordance with legislative requirements. In such cases, reporting will be undertaken by the practitioner or SCEE as required by law.

Periodic health assessments will be arranged by SCEE in consultation with the employee and conducted at SCEE's cost.

SCEE will only collect information necessary to determine fitness for work and compliance with health surveillance obligations. Medical information will be managed confidentially and in accordance with the Privacy Act 1988 (Cth).

The following table outlines standard periodic assessment requirements. These requirements may be varied based on jurisdictional legislation, site-specific risk assessments, or client requirements, with the higher standard applying.

Worker Category	Audiometric Assessment	Hearing Fit Testing	Spirometry Assessment	Chest X-ray	Pre-Employment Medical Validity	Drug & Alcohol Screening Validity
All site-based roles (including Electricians, Trades Assistants, Boilermakers and Apprentices)	Every 2 years	Every 2 years	Every 2 years	Every 2 years where required or requested by the worker	2 years	28 days

7 Management Plans

Management Plans may be implemented where a hazard or condition has been identified that may impact a person's fitness for work or the health and safety of others.

Management Plans are used to identify, assess and control risks in accordance with applicable Work Health and Safety legislation and SCEE Electrical's risk management framework.

Management Plans may apply to:

- An individual worker; or

- A group of workers or a workplace

Where required, Management Plans form part of the conditions under which work may be performed and must be complied with while in place.

Management Plans will:

- Be based on a risk assessment and the inherent requirements of the role
- Be developed in consultation with the affected worker(s), and where appropriate, Human Resources and Health and Safety representatives
- Consider reasonable adjustments or controls to enable work to be performed safely
- Be documented, monitored and reviewed at appropriate intervals, or earlier if circumstances change

Management Plans will be reviewed regularly to ensure they remain appropriate, effective and proportionate to the level of risk.

8 Training

SCEE Electrical will ensure that all workers are informed of Fitness for Work standards through appropriate education and training.

Training will be provided in a manner appropriate to the role and may include induction training, refresher training and targeted training for managers and supervisors.

Fitness for Work training may cover:

- Individual and shared responsibilities for fitness for work
- Fatigue and impairment awareness
- Alcohol and other drug risks and requirements
- Reporting and escalation processes

Records of Fitness for Work training and education will be maintained in accordance with SCEE Electrical's training and record-keeping requirements.

9 Occupational Health Assessments (OHA)

Where significant Fitness for Work concerns are identified, SCEE Electrical may require an employee to attend an Occupational Health Assessment (OHA).

An OHA is an independent assessment conducted by a suitably qualified occupational physician or allied health practitioner for the purpose of determining whether an employee is able to perform the inherent requirements of their role safely.

The assessment may include a review of relevant medical information and, where appropriate, a physical or functional assessment. The scope of the assessment will be limited to matters relevant to fitness for work and safety.

Following completion of the OHA, SCEE Electrical will receive a medical report that addresses:

- The employee's capacity to safely perform the inherent requirements of their role
- Any functional limitations or restrictions
- Recommended workplace controls, adjustments or supports (if applicable)

The report will not include diagnostic information unless directly relevant to fitness for work or safety.

Circumstances that may result in an employee being requested to attend an OHA include, but are not limited to:

- A non-work-related accident, illness or injury that may affect fitness for work
- Extended, frequent or unexplained absences that raise fitness for work concerns
- Returning to work following an income protection or similar non-workers' compensation claim
- Where SCEE Electrical has reasonable grounds, based on objective evidence, to assess fitness for work

The decision to require an OHA will be determined jointly by Injury Management and Human Resources to ensure the request is reasonable, proportionate and consistent with legislative and procedural requirements.

The requirement to attend an OHA, including the rationale for the assessment, will be communicated to the employee prior to the assessment.

The OHA will be arranged at the earliest practicable opportunity and conducted at SCEE Electrical's expense.

Relevant role and workplace information will be provided to the medical assessor. The employee may also be requested to provide additional information directly to the assessor.

Once the OHA report is received, SCEE Electrical will advise the employee of the outcome and any required actions, including any temporary or permanent adjustments, restrictions or support measures.