Fitness for Work Policy – Australia & New Zealand

If you require assistance with understanding any aspect of this document, please contact your Office Manager / WHS Team.

Purpose

Robert Walters is committed to providing a safe and healthy work environment. Robert Walters' workers must be able to function at an acceptable level of performance and must not be impaired by potential risks from fitness-for-work factors. This policy provides a framework for the identification and management of fitness-for-work factors, and to eliminate and/or minimise the risk of injury/illness.

Scope

This policy applies to all Robert Walters' workers, working on Robert Walters controlled premises or at Host Client sites, and addresses fitness-for-work issues that impact on work performance and/or the work environment. Robert Walters may amend this policy at any time.

Responsibilities

Robert Walters

As far as reasonably practicable, Robert Walters shall:

- Consult, co-operate and co-ordinate with workers and other stakeholders in accordance with statutory requirements. Further detail is provided in Robert Walters' *WHS Consultation, Co-operation and Co-ordination Statement*.
- Consults and co-operates with Host Clients, to ensure effective control measures are in place to eliminate and/or minimise the risk of injury/illness associated with fitness for work.
- Adopt a structured and consistent approach to managing risks in its operations. Robert Walters has specific procedures in place to systematically identify, assess and then eliminate or control workplace risks. Robert Walters' *WHS Risk Management Procedure* outlines the process undertaken.
- Provide a copy of this policy at induction training / access to all workers.
- Provide risk awareness training to all workers regarding the hazards and risks related to fitness-for-work issues. Robert Walters' *WHS Information and Training Procedure* outlines that process.
- Where appropriate, record breaches of this policy as an incident, and manages such incidents in accordance with Robert Walters' *WHS Incident Notification, Investigation and Recording* procedure.

Workers

Whilst at work, workers must take reasonable care for their health and safety and ensure that their acts and omissions do not adversely affect the health and safety of others. Robert Walters requires workers to ensure that they do not attend work in a condition that renders them unfit to perform their duties or place themselves or others at risk in the workplace. Those requirements include:

- Not attending work in a fatigued or intoxicated state;
- Not attending work if suspect/diagnosed with an infectious illness;
- Notifying their manager or supervisor if they are affected by any fitness-for-work factors;
- Not driving motor vehicles or operating plant or machinery whilst under the influence of alcohol and/or drugs.

Workers must also comply with Robert Walters' *Code of Conduct Policy* (as amended from time to time) and where applicable, comply with relevant Host Client policies whilst at a client workplace.

Fitness for work testing

Workers are required to participate in drug, alcohol or infectious disease testing as may be required by Robert Walters, its clients, or Government, and are subject to this policy and our clients' policies requirements regarding fitness for work.

Drug / Alcohol / Infectious Disease Management

Workers must not be under the influence of illicit, prescribed or non-prescribed drugs or alcohol, or be suspected/diagnosed with an infectious disease/s where it could risk injury/illness to any person, including self, or where it contradicts any statutory requirements.

If a visitor presents to a Robert Walters workplace in a manner affected by alcohol, drugs, or with symptoms of an infectious disease, they will be required to not access / leave the workplace immediately.

Alcohol

The consumption of alcohol is prohibited within any company operational area, or where representing Robert Walters at a client site except where expressly permitted by Robert Walters' management or the Host Client (where relevant).

For Robert Walters hosted social and business functions, alcohol must be consumed in moderation, and appropriate standards of behaviour must always be maintained. Workers must not place the health and safety of themselves or of others at risk. Robert Walters is responsible for the control and the availability of alcohol at Robert Walters-sponsored social or business functions. Low-alcohol and non-alcoholic beverages and a sufficient quantity of food are to be provided, to moderate the effects of alcohol. The function host will take reasonable steps to ensure that attendees leave the function safely.

If travelling for work-related purposes, workers must ensure alcohol consumption does not compromise the health and safety of themselves and/or others.

If visiting a client site or attending a client function, workers must make themselves aware of the client's policy (or policies) in relation to alcohol. Appropriate behaviour is expected from all workers in all circumstances.

Drugs

The possession, soliciting, selling, distribution or consumption of illicit or non-prescribed drugs is prohibited. Any person found to be in possession of, soliciting, selling, distributing or consuming illegal drugs in the workplace will be subject to disciplinary action and reported to the police. Illegal drugs must not be brought onto any Robert Walters or client premises.

The use of prescription or pharmacy drugs may affect a worker's ability to perform safely and/or productively. No worker will be in breach of this policy regarding the taking of prescription or pharmacy drugs if they have informed Robert Walters and/or the Host Client (where relevant), and if such drugs are taken in accordance with prescribed or recommended dosages.

Workers must ensure to ask their doctor or pharmacist if there is a risk that any prescription or pharmacy drug they take that could affect the health and safety of themselves or of others. If advised that there could be any such effect on health and safety, the worker must immediately inform Robert Walters and/or the Host Client to determine what reasonable steps can be implemented so that the

worker and/or others are not placed at risk. Such steps may include alternative duties, taking sick leave, and medical review to certify fitness for work.

Infectious diseases

Any person who is suspected / diagnosed / or showing symptoms of an infectious disease will be directed to not enter the workplace until relevant testing and medical clearance has been provided.

Testing

Robert Walters reserves the right to conduct drug / alcohol / infectious disease testing of those involved in a workplace incident or accident.

Where a worker is at a Host Client site, the Client reserves the right to conduct, and the worker must participate in, drug/alcohol/infectious disease testing in accordance with the Client's relevant policies and procedures.

Assessment of Fitness for work

If a worker is identified as being adversely affected by fitness-for-work factors, the relevant manager or supervisor of that worker may – in consultation with Robert Walters' WHS/HR - take any or all of the following actions:

- assess the situation to determine what fitness-for-work factor/s may be contributing to their behaviour;
- assess work duties that may contribute to fitness-for-work issues
- remove / isolate the worker from the workplace, pending investigation;
- arrange for testing, including post-incident testing;
- arrange suitable transport home for the worker;
- offer the worker to be referred to counselling services;
- obtain witness statements of the incident, involving from the worker;
- raise an incident in accordance with *Robert Walters' Incident Notification, Investigation and Reporting Procedure*; or
- prohibit the worker from returning to the work, until the worker is certified by a medical practitioner as fit for work.
- Where relevant, workers are also subject to Host Clients' actions regarding fitness for work.

Medical assessments

Robert Walters may require workers to submit to a medical assessment / clearance at any time, including:

- prior to employment, where required by clients;
- to monitor any exposure-related risks, as required under WHS legislation;
- to assist with return to work/stay at work activities;
- for satisfying fitness-for-work requirements.

Any certification of fitness to work must indicate whether the worker is:

- fit to work, where the worker meets Robert Walters' and/or Host Clients' medical standards and functional requirements for the work;
- fit to work, subject to restrictions or workplace modifications where those are reasonably practical;
- unfit to work, where the worker does not meet Robert Walters' and/or Host Clients' medical standards and essential work duties; or
- in need of further review.

Support
Robert Walters provides relevant support for all its workers if affected by fitness for work factors. A list of support agencies is included at the end of this policy.

Disciplinary procedures
Any breach of this policy or any statutory requirements by a worker may result in disciplinary action, including termination of employment.

Robert Walters promotes the fair and consistent treatment of all workers and a supportive work environment in which individual differences are respected and valued. Robert Walters' *Grievance Policy* provides workers with access to procedures for the resolution of grievances in relation to their work.

Review
The policy will be reviewed by Robert Walters' senior leadership team in line with audit schedules, corporate or legislative changes.

Specific responsibilities
A comprehensive list of WHS roles and responsibilities is provided in the document *WHS Structure, Roles & Responsibilities*.

Record-keeping
The following records are maintained in accordance with WHS legislation:
- Fatigue risk management and assessments.
- Drug, Alcohol, infectious disease risk management and assessments.
- Other fitness-for-work risk management and assessments.
- Injury/illness management records.
- Consultation records.
- Training records.
- Incident and investigation records.

Definitions
WHSMS Glossary/Definitions

Reference
WHSMS Library

AUSTRALIA

National Emergency Help Lines	
Lifeline 24-hour counselling	13 11 14 https://www.lifeline.org.au/
Beyondblue	1300 224 636 https://www.beyondblue.org.au/
Suicide Call Back Service	1300 659 467
Sane Australia	1800 18 7263 https://www.sane.org/
1800Respect	1800 737 732 https://www.1800respect.org.au/
In an emergency, always call	(000)
Mental Health Crisis Numbers	
NSW – Mental Health Line	1800 011 511 https://www.health.nsw.gov.au/mentalhealth/Pages/Mental-Health-Line.aspx
QLD Health	13 43 25 84 (13 HEALTH) https://www.qld.gov.au/health/
SA – Mental Health Assessment and Crisis Intervention Service	13 14 65 https://www.sahealth.sa.gov.au/
VIC – SuicideLine	1300 651 251
WA – Mental Health Emergency Response Line	1300 555 788 https://www.mhc.wa.gov.au/getting-help/helplines/mental-health-response-line/
ACT – Mental Health Triage Service	1800 629 354 or 02 6205 1065 https://www.health.act.gov.au/services/mental-health
TAS – Mental Health Services Helpline	1800 332 388 https://www.dhhs.tas.gov.au/

NEW ZEALAND

National Emergency Help Lines	
Need to talk?	1737 – free call or text
The Depression Helpline	0800 111 757 https://www.mentalhealth.org.nz/get-help/in-crisis/helplines/
Healthline	0800 358 5453 International SIMS +64 9 358 5453 https://www.health.govt.nz/your-health/services-and-support/health-care-services/healthline
Lifeline	0800 543 354 https://www.lifeline.org.nz/
Samaritans	0800 726 666 https://www.samaritans.org.nz/
Youthline	0800 376 633 https://www.youthline.co.nz/
Alcohol Drug Helpline	0800 787 797 https://alcoholdrughelp.org.nz/
Women's Refuge Crisis line	0800 733 843 (0800 REFUGE) https://womensrefuge.org.nz/