

Fitness for Work Policy

Summary

Lord Somers Camp and Power House (LSC&PH) will ensure that it satisfies its duty of care to employees, volunteers, members and participants by ensuring that employees and volunteers are fit for work.

Policy Statement

LSC&PH is committed to providing a safe and healthy work environment. LSC&PH employees and volunteers (staff) 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.

Policy Scope

This policy applies to all LSC&PH staff, working on LSC&PH controlled premises or sites, and addresses fitness-for-work issues that impact on work performance and/or the work environment.

Behaviour issues that may contribute to unfit for work factors may also be addressed through LSC&PH's (*Managing Breaches of the Code of Conduct Procedure* and *Misconduct Procedure*.)

Definitions

AP	The LSC&PH Assistance Program (often referred to as EAP) is a free and confidential counselling service offered by employers to their employees to support their wellbeing in the workplace and in their personal lives.
Employee	Any person employed by Lord Somers Camp and Power House.
Executive Team	A leadership team for a specific LSC&PH program or activity. Specific members/ roles of an Executive Team are at the discretion of the Program or Activity Leader.
Fitness for Work	A personal state of an employee at work where the employee is fit for work to exercise the physical and intellectual abilities to perform their work at the required level of concentration, precision and skill and to present an appropriate behaviour.
Inherent Requirements of a Substantive Role	Inherent requirements of a substantive role are the core activities, tasks or skills that are essential to a workplace in general, and to a specific position as outlined in the position description.
Leader	Any person (paid or unpaid) over the age of 18 who is responsible for the

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	<p>control and safety of members/volunteers placed in their care whilst holding a formal position in Lord Somers Camp and Power House. A leader could include but is not limited to:</p> <ul style="list-style-type: none"> • Camp Leaders • Deputy Camp Leaders • Executive Officers • Programs Leader • Slushie King and Slushee Queen • Heads of Departments
Member	Any person who has a current membership subscription to LSC&PH, including various life memberships, term membership or honorary life membership.
Mental Health Challenges	When a person experiences a challenge that impacts their mental wellbeing that may cause a range of symptoms and presentations including negatively impacting their emotionality and resilience.
Non-Work Related Injury	A non-work related injury or illness is an injury or illness sustained outside of the workplace and not subject to Workers Compensation legislation.
Participant	A person who attends or takes part in an LSC&PH program or activity who is not a designated volunteer member or staff.
Statement of Fitness for Work	Medical assessment undertaken by an employee's treating practitioner to determine if an employee can safely perform the inherent requirements of their substantive role.
Volunteer	Any non-member who attends LSC&PH activities as a member of the camp's staff under direction of a Camp Leader.

Responsibilities

Board	<ul style="list-style-type: none"> • Establish and regularly review the standard of behaviour and conduct that reflects LSC&PH's Mission and Values.
CEO	<ul style="list-style-type: none"> • Ensure that all employees and volunteers are aware of their obligations under this Policy and Procedure • Establish and maintain strategies and processes to prevent staff undertaking work whilst unfit and taking action if this were to occur.

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Executive Teams	<ul style="list-style-type: none"> • Supervise staff within their programs and activities to ensure that they are fit for work • Take actions as outlined in the Procedures below if any staff members appear to be unfit for work.
All staff (employees and volunteers)	<ul style="list-style-type: none"> • Ensure that they are in a fit state i.e. not affected by alcohol or drugs, when undertaking work on behalf of LSC&PH. • Provide support and assistance to colleagues who may be affected by alcohol or drugs, whilst not placing themselves or others at risk of harm.

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LSC&PH commits to maintaining a safe working environment (so far as reasonably practicable) and to provide supports to assist employees and volunteers in maintaining fitness to work.

These supports may include but are not limited to:

- Provide relevant fit for work and health and wellbeing screening
- Provide immunisation/vaccination advice
- Provide access to an Employee Assistance Program (EAP)
- Maintain agreed contact (as far as practicable) with employees and volunteers injured or ill from work or non-work related issues
- Monitor extended sick leave to assist employees to return to work
- Consider any reasonable adjustments to work that may be required.

LSC&PH expects that employees and volunteers will take reasonable care to ensure their own fitness for work including:

- Notify their Manager or leader immediately if their fitness for work changes due to a non- work related injury or illness or condition that impacts on their health and fitness at work
- Provide medical certificates and Statement of Fitness to Work in accordance with this Policy
- Provide clearances to return to work from absences for non-work related illnesses or injuries
- Have adequate rest prior to commencing a work shift.

Whilst engaged in LSC&PH activities, employees and volunteers 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. LSC&PH requires employees and volunteers to ensure that they do not attend work/activities in a condition that renders them unfit to perform their duties or place themselves or others at risk. Those requirements include:

- Not attending in a fatigued or intoxicated state (Please refer to Drug and Alcohol Policy)
- Not attending work if suspect/diagnosed with an infectious illness

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- Notifying their manager/supervisor/leader 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 or impacted by fatigue (Please refer to Driving Procedure).

(Refer to LSC&PH Code of Conduct and OHS Policy)

Privacy and Confidentiality

Where possible and in accordance with the relevant legislation, all matters relating to fitness for duties or work, including any associated meetings, correspondence and/or appointments, will be kept strictly confidential.

Assessment of Fitness for work

If an employee or volunteer is identified as being adversely affected by fitness-for-work factors, the relevant manager or supervisor of that person may 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 person
- offer the person to be referred to counselling services
- obtain witness statements of the incident
- raise an incident report in accordance with LSC&PH incident report portal and process
- prohibit the person from returning to the work, until the person is certified by a medical practitioner as fit for work.

Medical assessments

LSC&PH may require employees and volunteers to submit to a medical assessment / clearance at any time, including:

- to monitor any exposure-related risks, as required under OHS legislation
- to assist with return to work/stay at work activities or satisfying fitness-for-work requirements.

The volunteer or employee must provide signed consent to LSC&PH authorising the limited release of their medical information for the intended purposes only.

Any certification of fitness to work must indicate whether the employee or volunteer is:

- fit to work, where the person meets LSC&PH's standards and requirements for the work
- fit to work, subject to restrictions or workplace modifications where those are reasonably practical
- unfit to work, where the person does not meet LSC&PH's standards and essential work duties; or
- in need of further review.

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A Certificate of Capacity can be provided by a registered medical practitioner.

<https://www.worksafe.vic.gov.au/certificate-capacity>

Referral to Assistance Program (EAP)

LSC&PH may refer employees and volunteers to make use of the LSC&PH Assistance Program for free counselling, up to 6 sessions per person per calendar year. This is available weekdays during business hours, either in person or online.

The Assistance Program is a brief intervention that can provide intermediate support, specialised counselling and debriefing.

Equally LSC&PH members, volunteers and employees can self-refer to the Assistance Program at any time via <https://www.lscph.org.au/eap>

Other relevant policies and procedures

- Code of Conduct
- Managing Breaches of the Code of Conduct Procedure
- Child Safety and Client Protection Policy and Procedure
- Drug and Alcohol Policy
- Driving Procedure
- OHS Policy
- Misconduct Procedure

Policy review

This Policy will be reviewed every three years by the LSC&PH Risk Committee, or sooner if warranted by internal or external events or changes.

Changes to the Policy will be recommended by the Risk Committee to the Board.

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Appendix 1: Sample Consent to Release Medical Information

Doctor: _____ Phone: _____

Email: _____

Medical Practice: _____

Address: _____

I, _____, employee/ volunteer with Lord Somers Camp and Power House consent to the release of current medical and relevant clinical information to Lord Somers Camp and Power House for the purpose of a Fitness for Work appraisal only.

I consent to this information being presented in either the form of a Certificate of Capacity or Fitness for Work Assessment.

This information will be provided to:

Representative: Tim Ryan, CEO

Email: timr@lordsomerscamp.org.au

Address: 34 Lakeside Drive, Albert Park, VIC, 3206

Tel: (03) 9510 7066

Name: _____

Signature: _____ Date: _____