

POLICY

FITNESS FOR WORK

APPROVALS

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OBJECTIVE

Isaac Regional Council has a moral and a duty of care obligation under the relevant Act(s) and/or Regulations to ensure that all persons entering onto IRC premises or workplaces are fit for work and are not placed in a position that may cause injury or harm to anyone whilst on Council sites or undertaking activities on Council's behalf.

SCOPE

This policy applies to all IRC employees and contractors/consultants to the workplace and its operations. It further extends to functions and places that are work-related including conferences, meetings, client functions, training courses, etc. This policy also applies when employees go to other workplaces in connection with Council work, for example when visiting a customer, client or supplier.

DEFINITIONS

TERM / ACRONYM	MEANING
FFW	Fitness for Work
FFW Procedure	IRC's written fitness for work procedure
Fit for work	Shall mean that an individual is in a state (physical, mental and emotional) which enables them to perform assigned tasks competently and in a manner which does not compromise or threaten the safety or health of themselves or others

POLICY STATEMENT

- IRC will meet its duty of care obligations surrounding employees fitness for work by implementing this policy and ensuring the requirements of the procedure are met;
- IRC will provide education programs to ensure that all employees are aware of this policy and associated procedure.
- Decisions relating to matters surrounding fitness for work will be defined within the Fitness for Work Procedure.
- Compliance with this policy and associated procedures shall be via internal audits and in accordance with the processes defined in the fitness for work procedure.
- Individuals have specific roles and responsibilities for fitness for work and these are clearly defined within the fitness for work procedure.
- Provide effective, fair and constructive procedures for dealing with people who are unfit for work.

POLICY

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- Ensure employees are fit for work by means of medical assessments as required.
 - Provide access to vaccinations for the prevention of illness from workplace exposure;
 - Providing appropriate assistance and support to overcome problems that could impair fitness for work.

LEGISLATIONS AND RELATED GUIDELINES

- *IRC's Code of Conduct*
- *Work Health and Safety Act (Qld) 2011*

REFERENCES

TYPE	DOCUMENT ID/NAME
PROCEDURE	Fitness for Work CORP_PRO_024 Fatigue Risk Management Procedure