# Fitness for work policy

1. Purpose
   * 1. The Company is committed to ensuring all employees and contractors are fit for work and able to perform their work safely without causing harm to themselves or others.
     2. This policy has been developed to ensure that all employees and contractors understand their obligations and responsibilities in relation to engaging in work for the Company fit for work.
2. Scope
   * 1. This Policy applies to all workers (as defined by relevant legislation), including employees, contractors and volunteers and applies at all Company (and where relevant) client premises and sites.
3. Policy
   * 1. The Company recognises that an individual’s fitness for work may be affected for a variety of reasons including personal injury, illness, the adverse effects of fatigue, mental illness, stress, alcohol or other drugs and through this policy seeks to provide a framework to deal with these issues.
     2. Considering this, The Company shall endeavour to provide a safe working environment for all individuals at all company workplaces by:
        1. Taking all reasonable precautions to ensure that whilst at work, employees and contractors are free from risk of injury caused by themselves or others not being fit for work.
        2. Providing all reasonable measures to overcome problems that could impair an individual’s fitness for work.
        3. Ensuring that all employees deemed unfit for work are dealt with in an effective, fair and constructive manner.
     3. Employees and contractors that share this responsibility by:
        1. Informing the Company as soon as practicable when they are not fit for work.
        2. Not reporting to work when they are not fit for work.
        3. Ensuring that they and their work colleagues are fit for work at the start of and throughout any work period.
        4. Ensuring that they notify the Company, if at any time, they have doubts about whether they or their colleagues are fit for work.
        5. Reporting all safety issues to management.
4. Direction to attend medical assessment
   * 1. This In order to comply with its duties to ensure safe working environment for its employees, The Company may direct an employee or contractor to attend an independent medical assessment at any time to determine an employee or contractor’s fitness for work.
5. Conduct which breaches this policy
   * 1. The maintenance of a safe workplace is vital. Conduct which breaches this policy is unacceptable.
     2. Depending on the severity and circumstances, breach of this policy may lead to disciplinary action, regardless of the seniority of the particular employee involved.
     3. Disciplinary action might include any of: demotion; a formal warning; and dismissal.
6. Further information

If you have any questions about this policy, please speak with your manager.