

# Driver Fitness for Work Awareness Package



## Contents

1.	Introduction .....	1
2.	Fit for Work .....	1
2.1	Fitness for Work Assessments? .....	2
2.2	What Happens if I am Unfit for Work.....	2
3.	Fatigue and its Impact on Fitness for Work.....	3
3.1	Signs of Fatigue .....	3
3.2	Controlling Fatigue .....	3
3.3	Ok Tedi Fatigue Management Guidelines .....	4
4.	Alcohol and Drugs.....	5
4.1	Alcohol and Drug Testing .....	6
5.	Physical Illness or Injury.....	7
6.	Emotional Issues and Stress.....	7

## Safety Prompts

Symbols are used throughout this module to highlight specific points, particularly those that involve safety. The symbols and their meaning are shown below.



### ***DANGER***

This prompt is used when there is an immediate hazard that **IS LIKELY TO** result in severe personal injury or death if proper procedures are not followed.



### ***CAUTION***

This prompt is used to warn against potentially unsafe practices that **COULD** result in personal injury or death and/or property damage if correct procedures are not followed.



### ***NOTE***

This prompt is used when an operation, condition, or information is of sufficient importance to warrant highlighting.

# DRIVER FITNESS FOR WORK

## 1. INTRODUCTION

OTML employees and contractors who are required to operate a vehicle within OTML areas, must:

- Be trained and authorised to operate that type of vehicle
- Have the relevant Permit for the vehicle and the area of operation
- Have a current driver's licence for the class of vehicle they are driving.

Drivers / operators must also be mentally, emotionally and physically fit for work. This means well rested and not under the influence of alcohol or drugs (including betel nut).



### NOTE

Drivers must inform their Supervisor immediately of any medical or other condition, including fatigue, that may impair their ability to drive a vehicle safely.



## 2. FIT FOR WORK

Being 'fit for work' means that, as an individual, you are physically, mentally and emotionally able to perform your work to the standards set by Ok Tedi, and in a manner that will not put yourself or others at risk.

Ok Tedi recognises that a person's fitness for work can be adversely affected by many factors including:

- Fatigue
- Alcohol and drugs, including buai / betel nut
- Stress
- Physical difficulties.



### NOTE

Notify your supervisor if you have any concerns about your fitness to do your work, or if you are concerned about someone else's fitness for work. It could prevent an injury or even save a life.



## 2.1 Fitness for Work Assessments?

You will be required to undergo a fitness assessment following an accident or any reportable incident.

You may also have to undertake an assessment if a Supervisor has reasonable grounds to suspect that you could be unfit for work.

Fitness for work assessments are also conducted:

- On a random basis while at work
- As part of a pre-employment medical examination.

Fitness for work assessment methods include:

- Face-to-face discussion
- Observation of work performance
- Medical assessment
- Alcohol and drug testing
- Employee self-testing for alcohol and other drugs.



## 2.2 What Happens if I am Unfit for Work

If you are found to be unfit for work, your supervisor or manager may take the following action.

- You will be prohibited from driving a vehicle or operating any machinery.
- You may be removed from the workplace and transported back to your accommodation (camp or home).
- You will receive a letter outlining the details of why you are in breach of the OTML fitness for work and wellbeing requirements.
- You will be prevented from returning to work until you have had a discussion with you Manager or Supervisor and are able to demonstrate that the cause of the problem has been addressed and you are now fit for work.

If an immediate danger exists as a result of a person's state (e.g. drug overdose or potential for suicide), the Manager or Supervisor will take appropriate action which may include getting assistance from an external medical practitioner or specialist.



### **NOTE**

All information relating to a person's condition is confidential. Subject to legal and legislative requirements, this information is available on a strictly 'need-to-know' basis. Failure of any individual to maintain confidentiality will result in disciplinary action.

### 3. FATIGUE AND ITS IMPACT ON FITNESS FOR WORK

Fatigue is a physical condition that occurs when a person’s physical or mental limits are reached. Fatigue can significantly affect a person’s capacity to function. Side effects of fatigue include decreased performance and productivity and increased potential for mistakes and injury.



#### 3.1 Signs of Fatigue

The following table includes information on various levels of alertness and fatigue. Individuals exhibiting ratings 4, 5 or 6 must not operate plant or equipment.

Description	Signs	Rating
Highly alert	Feels active, energetic, alert, wide awake, attentive to surroundings, good coordination.	1
Alert	Functioning at high levels if not at peak.	2
Relaxed	Awake, but relaxed, responds to things as required but not energetic or fully alert.	3
Mildly fatigued	Eyes tired, long eye blinks (1-2 seconds), difficulty focusing eyes, yawning, trouble understanding instructions, clumsy, errors in speech, effort to stay awake.	4
Very fatigued	No longer fighting sleep, dreamy thoughts, groggy, wants to lie down, long eye blinks (>2 seconds), slurred speech, trouble holding conversation, forgetting what you are going to say.	5
Dangerously fatigued	Little or no activity, fixed staring, has to force eyes open, difficulty staying awake, head falls forward, nods off, strong desire to sleep.	6

#### 3.2 Controlling Fatigue

Lack of sleep is the number one cause of fatigue. If you are fatigued then it is essential that you get at least 7 to 8 hours of sleep a night.

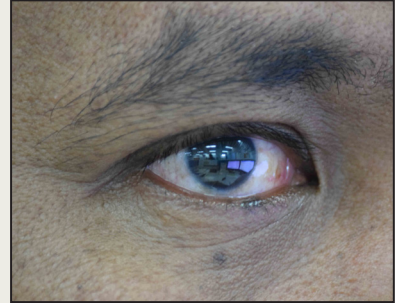
Take all reasonable steps to ensure that you do not present to work in a fatigued state.

- Inform your Supervisor if you think that you may be a risk to yourself or others.
- Make sure that you get enough sleep. This is especially important for shift workers who need to actively plan to get enough rest. Organise yourself so that you have good routine sleep habits. Avoid heavy meals, alcohol, tea and coffee before going to bed.



- Have an afternoon nap before the first night shift.
- Take extra care to prevent fatigue at critical times of your work cycle, such as a change in roster or when returning from a period of leave.

If you are experiencing fatigue it is important to identify the factors that are contributing to the fatigue. Discuss the issue with your supervisor, make changes as required (including sleeping patterns, sleeping disorder treatment, workload, roster and lifestyle behaviours). Seek professional help if necessary.



**NOTE**

Being awake for 17 hours is equivalent to having a blood alcohol level of 0.05. Being awake for 20 hours is equivalent to a blood alcohol level of 0.1.

### 3.3 Ok Tedi Fatigue Management Guidelines

Ok Tedi has the following guidelines to control the risk of individuals becoming fatigued through working additional hours or shift work.

- No shift is to be longer than 16 hours total in a 24 hour period.
- Where a 12 hour shift is extended up to 14 hours (2 hour extension) a written fatigue assessment is completed by the Supervisor of the person proposed to work the extended shift, before commencing the extended work period.
- Where a shift is extended beyond 14 hours (more than 2 hour extension) a written fatigue assessment is completed with the assistance of an independent person (such as the shift Emergency Response Officer) before commencing the 15th hour of work.
- Where the maximum 16 hours on site is worked, then the alternative transport to place of residence is a MANDATORY requirement. For example, taxi or other travel provided by another person not suffering from, nor considered to be at risk from fatigue.
- The minimum break following an extended work period must not be less than 10 hours.
- Personnel working broken shifts should not work more than 12 hours in a 24 hour period.

**STANDARD DAY**

 **12 Hour Shift**

 Requires written fatigue assessment by Supervisor  
**14 Hour Shift**

**MAXIMUM DAY**

 Requires written fatigue assessment by independent person  
**16 Hour Shift**



**NOTE**

Regardless of the length of shift, if a worker, Superintendent, or Supervisor assesses a worker as suffering fatigue, or being at risk from fatigue, the Superintendent or Supervisor will arrange a means of alternative travel home.

- Travel time to site is included when calculating hours.

**NOTE**

Vehicle driving activities must be resourced and scheduled to manage driver fatigue (e.g. working shift duration, job rotation, scheduled breaks, etc.).

## 4. ALCOHOL AND DRUGS

Ok Tedi has a ZERO TOLERANCE policy for alcohol and illicit drug use in the workplace.

All employees, contractors and visitors must have a 0.000 breath alcohol concentration and a confirmed negative drug test result.

Alcohol, illicit drugs and some prescription and over-the-counter medications have side effects that impact on an individual's ability to:

- Remain awake
- Remain alert
- React in a timely manner
- Make good judgement calls
- Function normally physically.



Typical symptoms of alcohol or drug use are similar to fatigue symptoms. These are:

- Erratic, abnormal or unusual behaviour
- Increased rate of near misses or incidents
- Deteriorating work performance
- Other behaviour that, in the Supervisor's or another person's opinion, requires attention.

At Ok Tedi, alcohol and drug references apply to:

- All substances containing alcohol
- Drugs such as amphetamines, barbiturates, benzodiazepines, cannabinoids, cocaine, LSD, methadone, and opiates including over-the-counter and prescription medication.
- Betel nut.

Your obligations in relation to alcohol and drugs include the following.

- Notify your Supervisor if you are taking medication (prescribed and over-the-counter) that could affect your ability to do your job.
- Use medication as directed by your doctor, or follow the manufacturer recommendations.
- Cooperate and participate in alcohol and drug testing.

**CAUTION**

Unsealed alcohol and illicit drugs must not be carried in any OTML vehicle.





**NOTE**

You must notify an appropriate Supervisor if an individual has unauthorised possession of alcohol, consumes alcohol, or takes illicit drugs at the workplace or during the work period.

## 4.1 Alcohol and Drug Testing

Ok Tedi employs suitably trained and authorised personnel to collect breath specimens for alcohol screening, and saliva and urine samples for drug screening.

Any person working or visiting a Ok Tedi site may be requested to provide a sample of urine or saliva and/or undertake a breath analysis test at any time and without notice.

Drug and alcohol testing is carried out:

- As part of the pre-employment health assessment
- When there is reasonable grounds to suspect a problem consistent with the use of drugs or alcohol
- Following a reportable accident or incident
- On a random basis in accordance with Ok Tedi procedures.



**NOTE**

Individuals who are being tested are allowed to have a witness present.

### 4.1.1 Breath Test for Alcohol

If a positive result is obtained from a breath test, a confirmatory test is performed after a 20 minute interval.

If the second test is positive, then both tests are recorded and treated as a positive result. If the second test is negative, the person is cleared for work.



### 4.1.2 Saliva Test for Drugs

If a positive result is obtained from a saliva test then a confirmatory test is performed using a urine sample.

### 4.1.3 Self-Test Kits

**Alcohol:**

Breath analysis self-testing equipment is accessible to all individuals. If a positive reading results from the self-test, advise your supervisor immediately that you cannot commence work.





The test will not result in disciplinary action provided that the self-test was undertaken:

- Before entering the main gates on site
- Before starting work and
- Before being informed that a random test is required.

Taking sick leave or optional annual leave entitlements are considered on an individual basis.



**NOTE**

If you self-test after starting work and a positive reading is obtained then disciplinary action may be taken.

**Drugs:**

Employees wishing to access self-test drug kits must purchase these at their own expense.

**4.1.4 Tampering with Test Samples or Results**

To ensure that samples are protected from contamination, manipulation or confusion with other samples, strict chain of custody procedures are observed from the sample collection to the reporting of results.



**NOTE**

Ok Tedi employees found tampering with test samples or results will be instantly dismissed. Contractors and visitors will have site access withdrawn permanently.

**5. PHYSICAL ILLNESS OR INJURY**

Individuals who are suffering a physical illness or injury and believe that they are unfit for work must notify their Supervisor.



**6. EMOTIONAL ISSUES AND STRESS**

A person’s fitness for work may be compromised by an altered emotional state (e.g. stress, depression, anxiety, PTSD). Your emotional state impacts on how you think, behave and interact with others.



Some effects of stress, mental illnesses and emotional issues are provided in the following table.

Condition	Symptoms and Effects
<b>Anxiety</b>	Anxiety is an uncomfortable feeling of fear or of imminent disaster. It reproduces the thoughts and bodily reactions a person has when they are presented with a situation that they cannot manage or undertake successfully.
<b>Clinical Depression</b>	<p>Clinical depression is diagnosed when someone has had symptoms for more than two weeks. Clinical depression symptoms may include:</p> <ul style="list-style-type: none"> <li>• Depressed mood most of the day, nearly every day</li> <li>• Loss of interest or pleasure in most activities</li> <li>• Significant weight loss or gain</li> <li>• Sleeping too much or not being able to sleep nearly every day</li> <li>• Slowed thinking or movement that others can notice</li> <li>• Fatigue or low energy level nearly every day</li> <li>• Feelings of worthlessness or inappropriate guilt</li> <li>• Loss of concentration or indecisiveness</li> <li>• Recurring thoughts of death or suicide.</li> </ul>
<b>General Stress</b>	<p>Stress can be caused by external and internal factors.</p> <ul style="list-style-type: none"> <li>• External factors can include physical environment – your job, relationships with others, your home and the challenges, difficulties, and expectations you are confronted with on a daily basis.</li> <li>• Internal factors determine your body’s ability to deal with and respond to the external stress factors including handling stress.</li> </ul> <p>People react to stress in different ways, some of which are changes in:</p> <ul style="list-style-type: none"> <li>• Cognitive ability, such as poor memory and judgement</li> <li>• Physical effects, such as loss of sex drive, aches and pains, chest pain</li> <li>• Emotional state, such as moodiness, agitation, feeling overwhelmed, feeling isolated</li> <li>• Behaviour, such as over or under eating, sleeping too much or too little, using alcohol/drugs, displaying nervous habits such as nail biting, pacing.</li> </ul>
<b>Post Traumatic Stress Disorder (PTSD)</b>	PTSD is characterised by an inability to move on from a traumatic event. Sufferers experience prolonged severe reactions that seriously disrupt their lives. PTSD was once called ‘shell shock’ or ‘battle fatigue syndrome’, and was considered to only affect war veterans. However it can result from any event. PTSD requires professional help.
<b>Suicidal Thoughts</b>	<p>If someone tells you that they intend to commit suicide, you have an obligation to stay with that person and seek help from your Supervisor, or Employee Assistance Program personnel. Some warning signs of suicide are:</p> <ul style="list-style-type: none"> <li>• Talking, writing or joking about death</li> <li>• Talking about people who have committed suicide</li> <li>• Withdrawing or avoiding contact with other people</li> <li>• Giving away personal possessions</li> <li>• Saying good-bye in a meaningful way</li> <li>• Making arrangements for their funeral</li> <li>• Risk-taking behaviour, deliberate self-harm or a suicide attempt</li> <li>• Sudden calmness.</li> </ul>



