

FIT FOR WORK OVERVIEW

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:

- general health
- fatigue
- inappropriate use of alcohol
- use of illicit drugs and some prescribed and over-the-counter medications
- emotional issues such as stress, anxiety and depression
- physical illness and injury.

For the safety of all, it is important to identify when someone is not fit for work at an early stage and to provide support and assistance when it is required.

WHAT TO LOOK FOR

Signs that someone may not be fit for work include:

- frequently turning up late for shift
- showing signs of fatigue (yawning, heavy eyelids, falling asleep)
- slow reaction times
- making mistakes in routine tasks
- not being able to concentrate
- wanting to be alone all the time
- crying
- getting angry without provocation
- smell of alcohol.

Everyone is different. Not everyone will show these signs. The most important indicator is a change in someone's behaviour. Trust your gut. If you think something is not right - ASK R U OK? And report your concerns to you supervisor who may be able to help.

Ok Tedi has a Fitness for Work and Wellbeing Policy and Guideline that focuses on prevention, education and rehabilitation.



YOUR OBLIGATIONS

Make sure that you:

- ✓ Present to work in a fit condition to perform your duties without risk to yourself or others
- ✓ Tell your supervisor if you are worried about your own, or someone else's fitness for work
- ✓ Cooperate and participate in alcohol and drug testing
- ✓ Notify your supervisor if you are taking medication (prescribed and over-the-counter)
- ✓ Use medication as directed by the medical practitioner or manufacturer recommendations
- ✓ Assess your own fitness for work at the end of shift to ensure that you are fit to commute home
- ✓ Notify the supervisor of any unauthorised possession and consumption of alcohol and illicit drugs at the workplace.

FIT FOR WORK TESTING

A fitness assessment is required following an accident or reportable incident and in any situation where a Supervisor has reasonable grounds to suspect a person is unfit for work.

Fitness for work assessments may also be conducted on a random basis and 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
- Self-testing for alcohol and drugs.





YOUR OBLIGATIONS

FITNESS FOR WORK



Present to work in a fit condition to perform duties without risk to yourself or others

Cooperate and participate in alcohol and drug testing

Notify your Supervisor if you are taking medication (prescribed and over-the-counter)

Use medication as directed by the medical practitioner or manufacturer recommendations



Assess your own fitness for work at the end of shift to ensure that you are fit to commute home

Tell your Supervisor if you are worried about another person's fitness for work

Notify the Supervisor of any unauthorised possession and consumption of alcohol and illicit drugs at the workplace

