

SAFETY PROCEDURE

SAFETY MANAGEMENT PROCEDURE FOR FITNESS FOR DUTY

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1. APPROVAL

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This procedure is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions or omissions is given below.				
Amendment Record				
Version	Date	Context	Summary of Amendments	
1.0	Insert Date	To management associated with attending work in a fit and safe manner.	Original	
The latest revision of this procedure is on Insert Your Company intranet site.				
It is the responsibility of the individual to ensure that any hardcopy is the current revision.				
A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.				
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2. PURPOSE

The purpose of this procedure is to create and maintain a safe and effective work environment for all personnel and recognizes that drug, medication and alcohol misuse can impair an individual's ability to perform his/her normal duties and thus create a risk for the person or others.

3. SCOPE

Under health and safety legislation, the **Insert Your Company** is required to create and maintain systems of work that are, as far as is practical, safe and without risk to health. Workers are required to take care of themselves and so act responsibly for the health and safety of any other person who may be affected by their acts or omissions at the workplace. To enable these intentions, this procedure applies to all persons entering a **Insert Your Company** workplace.

4. TERMS AND DEFINITIONS

Term	Definition
Drug	Is any substance that can impair an individual's ability to perform their normal duties.
Fatigue	Weakness that is caused by prolonged wakefulness and/or insufficient or disturbed sleep.
Fitness/Fit for Work	Means that a person is in a physical, mental and emotional state that enables him/her to perform their assigned tasks competently and in a manner that does not compromise or threaten the wellbeing of themselves or others.
Medication	Is a substance that is ingested for health-related purposes, either prescription or non-prescription.
Personnel	An employee, a contractor or sub-contractor, an employee of a contractor or sub-contractor, an employee of a labour hire company who has been assigned to work, an apprentice or trainee or a student gaining work experience.

5. ROLES AND RESPONSIBILITIES

Managers are responsible for:

- Ensuring the requirements of this procedure are adhered to.
- Maintaining confidentiality when a person, for whom they have responsibility under this procedure, advises that they have been prescribed medication by a medical practitioner if that medication can have an effect on their work performance or if it increases the risk to their own safety or the safety of others.