



POLICY - FITNESS FOR WORK

ID No: FBCNW-16-360

Version: 3.0

Applies to:	<ul style="list-style-type: none">• All Employees, Contractors, and Volunteers
Applicable Legislation:	<ul style="list-style-type: none">• Work Health and Safety Act 2012 (Tas)• Anti-Discrimination Act 1998 (Tas)
Contractual Obligations:	<ul style="list-style-type: none">• FBC Enterprise Bargaining Agreement

Purpose

This policy is intended to articulate the approach of Family Based Care Tasmania (FBC) to its workers and their fitness for work.

Overview

FBC is committed to providing a safe and healthy place of work, and to ensuring the fitness for work of its workers while they are on duty.

Definitions

Fitness for work is when an individual is in a state (physically and psychologically) to perform tasks assigned to them competently and in a manner which does not compromise the safety and health of themselves or others.

On Duty refers to a worker undertaking duties and responsibilities associated with their contract of employment or contract of service.

An Employee is defined as anyone who carries out work for FBC. A worker includes employees, volunteers, and contractors.

Policy Statement

The Association is committed to providing a safe and healthy place of work for its employees and others in the workplace. This commitment extends to FBC's obligation as an employer under the Work Health and Safety Act 2012 (Tas). A primary responsibility of FBC is to facilitate effective management of risk relating to employee fitness for work.

FBC has a responsibility for the provision of a safe, healthy, and productive workplace. Each individual has a responsibility to maintain their personal 'fitness for work'. FBC staff are required to attend work in a physical and psychological condition that enables them to perform their work duties in a safe, efficient, and productive manner. For people living with disability, safe and competent performance may be achieved with the provision of reasonable adjustments as prescribed under the relevant Disability Discrimination Legislation, together with the management of non-work related illness and injury, and the FBC Return to Work Procedure.

FBC is committed to the following preventative measures to reduce the risk of work related injury and illness:

- perform health assessments where a risk assessment has identified them as necessary;
- facilitate access to health and fitness programs;
- facilitate timely provision of reasonable adjustments for people living with disability;
- facilitate access to the Employee Assistance Programs; and

- improve education and awareness in how to promote and maintain fitness for work.

FBC is committed to the following measures:

- pre-employment screening;
- ongoing health monitoring where required by legislation or appropriate as best practice; and
- formal support and assistance in safely managing situations where an assessment of risk in a workplace has occurred and there is an unacceptably high risk to a person's safety from a lack of fitness for work, or an unacceptable risk to others in the workplace.

Leadership and Culture

FBC aims to promote excellence in health and safety leadership and a positive culture of fitness for work through:

- determining, in consultation with workers, appropriate strategies and programs to achieve improvements in fitness for work;
- encouraging, supporting, and promoting strategies and programs aimed at improving and maintaining fitness for work; integrating health, safety, and wellbeing into all aspects of the FBC's business operations;
- ensuring FBC's fitness for work procedures are reviewed regularly;
- ensuring confidentiality when managing fitness for work; and
- ensuring workers and supervisors have the necessary resources, skills, and knowledge to achieve improved fitness for work.

Responsibilities

CEO: provide leadership to ensure communication and effective implementation of this policy.

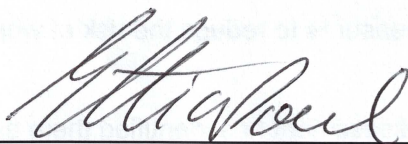
Executive Managers: support Team Leaders, Supervisors, and Coordinators in fulfilling their responsibilities and accountabilities.

Team Leaders, Supervisors, and Coordinators: take reasonable actions to monitor the fitness for work of workers within their responsibility. Where a worker does not meet the minimum requirements of fitness for work, ensure that a review is undertaken and reasonable adjustments are considered for the worker to allow for their continued safe participation in work. It is noted that reasonable adjustments within the workplace may not be able to be implemented and a worker can be directed to vacate the workplace if there is an unacceptably high risk to the worker or any other person's safety.

Employees: take reasonable care for their own safety and the safety of others as well as comply with any reasonable instruction, policy, or procedure of FBC in relation to fitness for work. It is the responsibility of the individual to maintain their personal 'fitness for work', disclose any factors affecting their fitness for work, and to accept reasonable direction from their supervisor regarding reasonable adjustments.

Employees must not attend any worksite if unwell. If they become unwell when at work, they shall inform their supervisor and then go home with as little personal interaction with others as possible.

Authorised by:



Date:

21/11/23

President of the Board