

Policy: Fitness for Work



Physical, Mental & Emotional Impairment by Any Cause

Clearly, in a hazardous work environment, everyone should be in a physical and mental state of alertness and caring that supports safety for everyone.


Everyone, at times, experiences emotional states that are at best risky – and at worst dangerous. These conditions come about through the vicissitudes of life – depression, use of alcohol or drugs (legal or not), lack of sleep, stress at home or work, illness, or emotional states.

It occurs that relationships between people in a workplace (eg between SM Automatic Doors employees, or between us and other contractors or the client) can become emotionally strenuous, and the tension in the workplace becomes stressful (at best) or even risks violence (at worst).

Sometimes we are aware of our own impairment, and sometimes we are not.

SM Automatic Doors' approach to the issue of fitness for work is based on these realities, and "controls" or manages the issue through several approaches, based on each individual situation.

Situation	Actions	Reporting
1. Isolated incident	Site supervisor has discretion to decide the extent of impairment, & if it is in the best interests of the person & others if the worker is sent home, or remains to undertake suitable safe tasks.	Only if sent home on leave (sick, bereavement, parental...)
2. Recurrent incidents	The site supervisor is to discuss the situation with the individual to determine if it appears to be ongoing/chronic, or will be resolved. If the Supervisor feels that the situation may not resolve, they must escalate the issue to the WHS Manager.	Payroll Administrator to notify the WHS Manager of repetitive leave, expected or otherwise. Supervisor to notify WHS Manager
3. Unsafe behaviour of any type: <ul style="list-style-type: none"> Practical jokes Carelessness Sabotage, Damage Disruptiveness Vilification, Harassment 	Regardless of the cause or reason, unsafe behaviour is not to be tolerated in the workplace. Supervisors will attempt to correct it, but if unsuccessful, the person is to be removed from the workplace. The General Manager will consider counselling &/or issue of official warning according to employment agreement conditions, employment regulations, and individual circumstances. Refer to SM Doors No-Bullying Policy.	Report to the General manager.
4. Bullying	This behaviour is not to be tolerated from anyone, whether it is within SM Doors, from SM Doors towards others, or from others towards SM Doors. Refer to SM Doors No-Bullying Policy.	Report to the EEO manager.
5. Chronic impairment	Any employee with concerns about the physical, mental or emotional state of another employee is to report it for action.	Report to the EEO manager
6. Drug & Alcohol Management	All SM Doors premises, vehicles & client work sites are "Dry Sites" – no alcohol is permitted to be possessed or consumed. Employees must not be impaired during a work shift, or when on-call. SM Doors & its contractors comply fully with client DAMP (Drug & Alcohol Management Plan) requirements. Employees & contractors who have concerns about testing should contact the Operations Manager prior to going to the site. Refer also to SM Doors drug, alcohol & impairment policy	Refer to SM Doors Drug & Alcohol Management Policy. Follow client's DAMP Protocols.
7. Fatigue <ul style="list-style-type: none"> National Heavy Vehicle Law (NHVL) Work-related Non-work-related 	Comply with National Heavy Vehicle Law (NHVL) by issuing Container Weight Declarations, setting realistic delivery timelines, & requesting compliance information from transport operators, including suppliers. If a hazardous level of fatigue is caused by work-related issues (eg shift issues, temperatures, strenuous activity) an incident report should be issued. Supervisors & Managers must attempt to deal with the issue of fatigue as practically as possible. Non-work-related fatigue situations should be managed per items 1 to 5 above.	Report to the Operations Manager
8. Vulnerable people	Workers on sites with vulnerable people (such as NDIS, schools, hospitals, aged-care facilities, etc) must have current Police Check & WWC as required by State legislation & client/site requirements. Clients & caregivers to be provided with a handout of information about making complaints to SM Doors, clients and authorities	Report to the General manager

<p>Accountability. I commit SM Automatic Doors to the implementation of this policy, and to provide the resources necessary to achieve it. The health & safety of SM Automatic Doors' employees is key to our survival and prosperity.</p>	<p>Signed: Jeremy Michaelson Director SM Automatic Doors Pty Ltd Dated: 14th April 2021 Next Review: on or before 14th April 2022</p> 
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