



Fitness for Work Policy

Responsible Officer	Chief Executive Officer
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Objective

To facilitate the provision of a safe, healthy and productive place of work through the effective management of employees fitness for work risk.

Scope

The Policy applies to all Employees at the Shire.

Policy

The Shire of Cocos (Keeling) Islands is committed to providing a safe and healthy place of work for its employees and others in the workplace. This commitment extends to the Shire's obligation as an employer under the Occupational Safety and Health Act 1984.

The Shire and its employees have a responsibility for the provision of a safe, healthy, cost effective and productive workplace. This means that each individual has a responsibility to maintain personal "fitness for work".

Shire employees are required to attend work in a good physical and mental condition so duties are performed in a safe, efficient and productive manner. Employees should be aware that many factors may affect fitness for work, and these can often interact with each other.

These may include:

- General health and fitness
- Secondary employment or volunteer activities
- Recreational activities and sport
- Medications
- Insufficient sleep / fatigue
- Excessive work hours / demands
- Injury or illness (work or non-work related)
- Consumption of alcohol or other drugs

An employee who attends work in an unfit manner is operating outside the Shire’s Policy and may be subject to counselling and / or disciplinary action, depending on the degree of awareness and the severity of the risk to safety.

The shire reserves the right to direct and employee, who it believes is unable to safely perform their duties due to some form of impairment to attend a medical practitioner of the Shire’s choice prior to continuation of duties.

Definitions

Employee - means an employee of the Shire

Shire - means the Shire of Cocos (Keeling) Islands

Relevant Legislation/Local Law

Occupational Safety and Health act 1984

Occupational Safety and Health Regulations 1996.

Office Use Only				
Relevant Delegations				
Council Adoption	Date	2/12/2015	Resolution #	10.4/ A1
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