



# Fit for Work Standard

## Brief description

This Standard describes the processes and standards implemented by GPC in order to manage individual factors which impact a person's fitness for work, such as fatigue, intoxication and medical conditions.

### Document information

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### Document accountability

Role	Position
Owner	Chief Executive Officer
Custodian	EGM People

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If you require any further information, please contact the Custodian.

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The current version of this Standard is available on GPC's Intranet.

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# 1 Terms and definitions

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In this Standard:

**“Fitness for Duty Assessment”** or **“FFD”** means a determination of risk of injury or re-injury. It involves an independent assessment performed by a Medical Specialist who will assess an Employee’s ability to safely carry out the inherent requirements of their role, or a potential role, in a safe and efficient manner. The FFD will also assess the risk of a new injury occurring or aggravation of a pre-existing condition.

A FFD is used in conjunction with a FCE (if applicable) and the relative Job Bank to:

- Assess the risks associated with the Employee undertaking their normal role
- Assess the risks associated with the Employee undertaking a new role
- Identify if there are any permanent restrictions that may need to be taken into account in their role
- Identify if there are any treatment or rehabilitation options to potentially minimise any risk of a new injury occurring and the potential of aggravation of any pre-existing conditions

**“Fit for Work”** or **“Fitness for Work”** means that an individual is in a state (both 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.

**“Functional Capacity Evaluation”** or **“FCE”** means a determination of ability. It is an assessment performed by a Healthcare Provider that includes a series of tests designed to measure physical strength, range of motion, stamina and tolerance for certain tasks associated with a role. Functional testing includes lifting, carrying, pushing, pulling, kneeling, squatting, gripping, reaching, bending, walking and standing.

A FCE is used in conjunction with a Job Bank (where available) to:

- Assess an employee’s ability to be able to safely and effectively perform a specific role
- Assess the level of functioning to determine appropriate suitable duties
- Assess the level of functioning relative to the Employees’ pre-injury role or an alternate role
- Evaluate work tolerance and the necessity for work limitations and restrictions
- Review limitations and restrictions when an employee is experiencing difficulty coping with a return to work program

This assessment can be carried out in the Provider’s clinic, onsite clinic or a work site.

**“Healthcare Provider”** means doctors and allied health professionals as approved by GPC. A list of approved Healthcare providers is available on the GPC Intranet under the Health icon.

**“Health Surveillance”** means a system of ongoing health checks. The purpose of health surveillance is to ensure that control measures are effective and to provide an opportunity to reinforce specific preventive measures and safe work practices.

**“Medical Assessment”** or **“Medical”** means a medical assessment carried out to ensure an Employee is fit to work in a specific environment, can fulfil the requirements of a role and to protect them from potentially harmful work environments. The examination assists with risk

management and identifies whether an Employee is medically suitable in the role in which they are applying.

A standard medical may include:

- Height, weight, body mass index (BMI);
- Cardiovascular examination (heart check, blood pressure, pulse);
- Full musculoskeletal examination including comprehensive range of movement;
- Central nervous system examination;
- Examination for hernias and other abdominal abnormalities;
- Urinalysis for diabetes or kidney / bladder disorders;
- Respiratory examination; and
- Vision assessment including colour blindness.

Other specific medical examination requirements may include:

- Audiometry (hearing test);
- Spirometry (lung function test);
- Drug and alcohol testing;
- Functional Capacity Evaluations; or
- Health surveillance screening (including hazardous substance monitoring).

Medical Specialist means a Medical Doctor which may include an Occupational Physician or other specialist for example Psychiatrist.

**“Occupational Health Assessment”** means a collective term used to describe a suite of assessments or evaluations used to determine a person’s physical capabilities or the risk of injury, illness or reinjury for an individual relative to a specific role or job. Testing may be conducted in the Providers clinic or on-site either on-the-job or in a clinic. Testing may include, but is not limited to, functional capacity evaluation (FCE), fitness for duty (FFD) assessments and the like.

**“Vocational Assessment”** means an assessment to identify and appraise an Employee’s level of functioning in relation to vocational preparation. This assessment can be utilised when an Employee is requiring assistance in employment decision making and plan a course of employment action if they are not able to resume their normal role.

Terms that are capitalised and not otherwise defined in this Standard are defined in the GPC Corporate Glossary Instruction (as listed in Appendix 1 – Related documents).

## 2 Introduction

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### 2.1 Purpose

This Standard is an integral part of the GPC Health and Safety Management System to ensure that individual factors that can impact a persons’ Fitness for Work are managed appropriately in order to provide a safe work environment. The Fit for Work Standard underpins the Safety Policy and is consistent with relevant legislation.

## 2.2 Scope

The Fit for Work Standard applies to all Employees. GMPS Marine Pilots must also comply with the specific Fit for Work requirements detailed in the GMPS Pilotage Operations Safety Management System.

Contractors, port users and visitors must also comply with this Standard and they must ensure that the conduct of any individuals who perform work for them in relation to GPC or accompany them to any GPC site is consistent with this Standard.

## 2.3 Objectives

The overall objectives of the Fit for Work Standard are:

- to ensure the health, safety and wellbeing of all Employees, contractors, port users and visitors entering, or working on, GPC owned and operated sites or undertaking activities on behalf of GPC; and
- to ensure, so far as is reasonably practicable, that the health and safety of people is not put at risk from work carried out as part of the conduct of GPC's business activities or undertakings.

To achieve these objectives, this Standard specifically aims to:

- ensure that Employees (and others) present in a manner that is Fit for Work and not impaired from factors such as fatigue, alcohol and other drugs, medical conditions, or other limitations on their physical or mental wellbeing;
- establish steps to manage Employees (and others) who are affected by factors which may impact their Fitness for Work;
- encourage Employees to maintain their Fitness for Work by providing assistance through a range of educational, preventative and rehabilitative measures to overcome issues that could impact their Fitness for Work.

In implementing this Standard, GPC will require all Employees (and others) to be Fit for Work and perform their duties without posing preventable risks to the health and safety of themselves or others in order to provide a safe work environment and act in a manner that is consistent with Queensland work health and safety legislation.

## 3 Principles and requirements

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### 3.1 Shared responsibilities

GPC recognises that an individual's Fitness for Work may be affected for a variety of reasons including the adverse effects of fatigue, alcohol or other drugs (prescribed and non-prescribed). The Fit for Work Standard provides a framework to effectively control some of these factors. Management of these factors is a shared responsibility between GPC and its Employees, contractors, port users and visitors.

GPC Management is responsible for providing safe systems of work to ensure individuals are able to present to site Fit for Work, as well as clear guidelines on how to manage Employees and others who are not Fit for Work.

All Employees and others share in the responsibility to minimise and manage the adverse effects of Fitness for Work issues. It is expected that Employees and others take responsibility for their own health and safety at work and ensure that activities they undertake outside of work do not adversely affect their Fitness for Work and that they ensure they only attend the

GPC site or perform work for GPC when they are Fit for Work and notify their Supervisor if they have concerns they may not be Fit for Work.

GPC has systems to specifically manage:

- medical conditions, physical capability and mental health and wellbeing;
- alcohol and other drugs;
- smoking; and
- fatigue.

In managing the above GPC will ensure that all records are managed with strict confidentiality.

## **3.2 Medical conditions, physical capability and mental health and wellbeing**

Individuals must be able to carry out all essential inherent requirements of their role without creating a foreseeable and significant risk of injury to themselves or others at all times.

To ensure the appropriate placement of people for a safe workplace, the GPC recruitment process requires prospective candidates to undertake a role specific pre-employment Medical Assessments. Depending on the role, this may include an aptitude / behavioural assessment. This also applies to internal transfers or promotions if the role has substantially different physical or aptitude requirements.

### **(a) Pre-employment medicals and aptitude/behavioural assessment**

The GPC recruitment process requires prospective candidates to undertake a role-specific pre-employment Medical and includes, but is not limited to, a urine screen for drugs, breath alcohol test and diagnostic questionnaire for sleep disorders.

The pre-employment Medical will be undertaken by a GPC nominated Healthcare Provider at GPC's expense and will be conducted in a way which is consistent with relevant legislation.

Roles that have been assessed as requiring an aptitude / behavioural assessment will require the potential candidate to partake in the assessment facilitated by a GPC nominated provider. The GPC Recruitment Standard provides guidance on how pre-employment Medicals are managed in the recruitment process.

### **(b) Internal transfer medicals and aptitude/behavioural assessment**

If the role that the Employee is being transferred to has substantially different physical or aptitude requirements, then a Medical and/or aptitude or behavioural assessment may be required as required pre-employment process. For example if an Employee was transferring from an admin role to heavy machinery operator or there was an internal promotion to a position with greater accountability.

Employee will be notified by GPC that they will be required to undertake the assessment.

### **(c) 'At cause' medicals or occupational health assessment**

Where there is evidence presented or reasonable concern about an Employee's ability to perform their duties safely, the Employee's Manager, in consultation with the Human Resources Specialist, will refer the Employee to the Health and Wellbeing Team for assessment and the Employee may be required to undergo

further Medical Assessment. Appointments are facilitated by the GPC Health and Wellbeing Team.

**(d) Role specific medical assessments**

Role-specific medical assessments are based on an analysis of the particular demands of the role. This may include the role being assessed against recognised evidence-based criteria under the guidance of an occupational physician appointed by GPC. Roles at GPC broadly fall into four (4) categories:

- **Administrative (A):** Employees are predominately office based.
- **Administrative and Observer Plant Based (AO):** Employees are predominately office based, with occasional site visits for observations and interactions. These employees do not conduct laborious work while in the field.
- **Administrative and Plant Based (AP):** Employees are predominately office based, with occasional site visits for observations and interactions. These employees may conduct occasional laborious work while in the field.
- **Work on Plant (P):** Employees are required to conduct laborious work in all environmental conditions to ensure the GPC operation is functional and productive.

**(e) Declared medication**

Employees must declare any medication, both prescription and non-prescription, that may potentially affect their fitness for work. This declaration can be made to either their Supervisor and or the Health and Wellbeing team using the Declaration of Medication Form.

**(f) Health Surveillance**

Health Surveillance will be provided to specific groups of Employees to ensure ongoing Fitness for Work where occupational monitoring and assessment has identified a potential risk to an Employee's health that cannot be eliminated.

Health Surveillance is provided for:

- hearing loss through audiometric screening for all Employees exposed to noise levels greater than 85 dB(A) within three months of commencing employment and as a minimum every two years;
- hazardous substances exposures as defined by legislation; and
- respiratory Health Surveillance for identified groups.

Health Surveillance will be conducted in accordance with the Injury and Illness Management Procedure and associated instructions.

When the results of Health Surveillance identify a health risk through the deterioration of employee health, the associated risk assessment, control measures and occupational exposure monitoring must be reviewed and appropriate action taken for identified breaches or inadequacies.

### **(g) Rehabilitation**

Rehabilitation and return to work programs will be provided to Employees to promote returning to work following work and pertinent non-work related injury/illness.

Non-work related injuries and illnesses, including issues surrounding alcohol and other drug dependencies, will be rehabilitated at Management's discretion.

Full details of rehabilitation and return to work are provided for in the Injury/Illness Management Procedure.

### **(h) Health promotion**

GPC proactively supports the health and wellbeing of Employees through a range of health promotion activities to ensure Employees have access to a wide range of benefits including:

- Financial benefit opportunities to promote private health insurance cover through medical reimbursements, discounted corporate rates for approved funds, cost offsets for private health or gym memberships; and
- Health and support programs to promote ergonomics and soft tissue injury prevention, QUIT smoking and 24/7 Employee assistance programs that includes support for family members as well as funded annual skin checks, health checks and on-site Fluvax clinics;
- Health promotion programs such as men's health, women's health, mental health, drug and alcohol use awareness and blood and organ donation.

## **3.3 Alcohol and other drugs**

Alcohol and other drugs are banned from use on GPC sites. It is expected that any person entering a GPC site will not have detectable levels of alcohol (site breath alcohol concentration limit of 0.00g/100ml) or other drugs in their system.

Full details of the testing limits and protocols for alcohol and other drugs is provided for in the Testing for Alcohol and Other Drugs Procedure.

## **3.4 Smoking**

GPC endeavours to provide a workplace that minimises an individual's exposure to second hand tobacco smoke by providing designated 'No Smoking' areas in alignment with current legislation. GPC also encourages and supports Employees in their efforts to quit smoking. Further details are provided in the Smoking at GPC Procedure.

## **3.5 Fatigue**

Fatigue risk management at GPC involves a multilayered approach to ensure consideration is given to as many variable and influences as possible. These include:

- roster design;
- ensuring Employees have sufficient opportunity to sleep;
- recognising behavioural indicators of fatigue;
- 'fatigue proofing' procedures; and
- identifying and investigating fatigue related incidents.

This approach acknowledges that time at work does not equal an individual's time awake and that 'living activities' such as, commute/travel and personal/social requirements, need to be considered when managing fatigue risk.

It is a condition of Employee's employment that they manage their activities outside of work to ensure that it does not interfere with the sleep opportunity provided in the roster design. GPC also expects contractors, port users and visitors to ensure they are not fatigued if they are attending a GPC site.

GPC has not specified an absolute maximum number of days or nights or hours per day which can be worked, however, there is specific guidance in the Fatigue Risk Management Procedure which imposes requirements once certain thresholds are reached for various roster dimensions.

Contractors and port users are expected to apply the GPC guidelines of roster design to minimise fatigue risk to their workers. Contractors and port users must also consider workers coming to GPC from other sites and ensure these roster dimensions are applied to their overall consecutive days / hours worked and that they have been given sufficient rest in between periods of work.

### **3.6 Incident Investigations**

Investigations of incidents will consider Fitness for Work issues as a potential contributing factor. Individuals involved in these incidents must participate in the relevant assessments required to measure the degree of potential impairment, to the extent which is consistent with applicable legislation.

## **4 Breaches of the Standard**

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Breaches of this Standard will be raised as an incident and managed as per the Incident Management and Investigation Procedure and Managing Discipline Specification.

## **5 Communication and training**

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The requirements of this Standard and associated Procedures will be communicated to everyone covered by this Standard through the online induction and mandatory training schedule.

Specialised training will be identified and provided as per role requirements.

References to GPC's expectations with regards to alcohol and other drugs and fatigue management requirements will be provided in relevant tender documents and terms and conditions etc. as well as in the Contractors and Port Users Safety, Environment and Security Standard.

## 6 Appendices

### 6.1 Appendix 1 – Related documents

#### (a) Legislation and regulation

Key relevant legislation and regulation, as amended from time to time, includes but is not limited to:

Type	Legislation/regulation
State	<i>Work Health and Safety Act 2011 (Qld)</i> <i>Work Health and Safety Regulation 2011 (Qld)</i> <i>Mining and Quarrying Safety and Health Regulation 2017 (Qld)</i>

#### (b) Gladstone Ports Corporation documents

The following documents relate to this Standard:

Type	Document number and title
<b>Tier 1:</b> Policy	#365624 Safety Policy
<b>Tier 2:</b> Standard/Strategy	#722669 Recruitment Standard
<b>Tier 3:</b> Specification/ Procedure/Plan	#1276408 Injury/Illness Management Procedure #163222 Drug and Alcohol Testing Procedure #1357835 Hygiene Exposure Risk Management Specification #1095082 Smoking at GPC Procedure #1331120 Fatigue Risk Management Procedure #1075526 Incident Management and Investigation Procedure #960456 Managing Discipline Specification
<b>Tier 4:</b> Instruction/Form/ Template/Checklist	#1331124 Individual Fatigue Risk Assessment and Risk Management Plan FORM #1331122 Shutdown/Project Fatigue Risk Management Plan FORM #1302038 Personal Fatigue Likelihood Predictor FORM

Type	Document number and title
	#1898086 Declaration of Medication Form
	#1621179 GPC Corporate Glossary Instruction
Other	NA

## 6.2 Appendix 2 – Revision history

Revision date	Revision description	Author	Endorsed by	Approved by
01/10/18	Original published version	Rebecca Devine, Safety Specialist – Systems and Projects	Tony Young, Safety Manager	Peter O’Sullivan, Chief Executive Officer
24/01/23	HSF review, inclusion of health surveillance for quarry, re-alignment of content between H&WB Procedures  Changes to alcohol site limit.	Rebecca Devine, Safety & Training Specialist – Projects  Sandy Dunne,  Health & Wellbeing Specialist	Jane Blackborn  Executive General Manager People	Craig Haymes, Chief Executive Officer
15/12/2023	Review, changes to alcohol limit to align with Safety procedures and addition of declaration of medication	Sandy Dunne,  Health & Wellbeing Specialist	Keah Rose  Executive General Manager People	Craig Haymes, Chief Executive Officer