



Standard

Fit for Work

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Brief description

This Standard describes GPC's minimum requirements with regards to managing individual factors that can impact on a person's fitness for work.

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Document accountability

Role	Position
Owner	Chief Executive Officer
Custodian	Safety Manager

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Table of contents

Terms and definitions	3
1 Introduction	4
1.1 Standard purpose	4
1.2 Standard scope	4
1.3 Standard objectives	4
2 Fit for Work	4
2.1 Shared responsibilities	4
2.2 Medical conditions, physical capability and mental health and wellbeing	5
2.3 Alcohol and other drugs	6
2.4 Smoking	6
2.5 Fatigue	6
2.6 Training and Communication of Standard requirements	7
2.7 Incident Investigations	7
2.8 Breaches of the Standard	7
3 More information	7
4 Appendices.....	8
4.1 Appendix 1 – Related documents.....	8



Terms and definitions

The following key terms and definitions apply to this Standard:

Term	Definition
Owner	Under the GPC governance structure, the Owner is accountable for approval and has the authorised discretion to implement or significantly change the system.
Custodian	Under the GPC governance structure, the Custodian is accountable for monitoring the application of the system and advising the owner of the monitoring outcomes, and is also accountable for proposing system design or redesign and facilitation of conformance.
Fit for Work	An individual is in a state (physically, psychologically and cognitive) to perform tasks assigned to them competently and in a manner which does not compromise the safety and health of themselves or others.
Safety Critical Role	A role where the impairment (physical, psychological, cognitive) of an individual may compromise their ability to undertake the work (tasks / job) thereby posing a significant risk to the health and safety of themselves or others.
GPC Representative <i>Ref: Contractors and Port Users Safety, Environment and Security Standard v1</i>	A GPC Employee (<i>including Contractors fulfilling the role of a GPC employee</i>) that has engaged an external stakeholder to perform work for, or on behalf of, GPC. A GPC Employee who has been nominated as the point of contact for a Port User.



1 Introduction

1.1 Standard purpose

The Fit for Work Standard is an integral part of the GPC Health and Safety Management System to ensure that individual factors that can impact on a person's fitness for work are managed in a consistent manner to provide a safe work environment. It underpins the Health and Safety Policy and related legislation.

1.2 Standard scope

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

Contractors and Port Users must also comply with this standard regarding fitness for site access, however, how they manage their individuals who present unfit is at their discretion, but must be acceptable to GPC.

1.3 Standard objectives

The specific objectives of the Health and Safety Policy relating to fitness for work are:

- To ensure the health, safety and wellbeing of all workers and visitors entering, or working on, GPC owned and operated sites; and undertaking activities on behalf of GPC;
- 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:

- To provide every opportunity for employees (and others) to present to work fit and ready, free of impairment from individual factors including fatigue, alcohol and other drugs, medical conditions, be physically capable and of sound mental health and wellbeing;
- To establish steps to manage employees (and others) who are affected by fitness for work factors;
- To 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 on an individual's fitness for work.

In implementing this Standard, GPC will require all employees (and others) to be fit for work and perform their duties without imposing risks to the health and safety of themselves, others or to the safety of the worksite allowing GPC to provide a safe work environment as well as meet the legal obligations under the relevant sections of the Queensland Work Health and Safety legislation.

2 Fit for Work

2.1 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, stress, alcohol or other drugs (prescribed and non-prescribed) and the Fit for Work Standard provides a framework to effectively manage these issues. Management of these factors is a shared responsibility between GPC, its employees and for certain aspects, 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 GPC employees and others take responsibility for their health and safety at work and ensure that activities they undertake outside of work do not adversely affect their fitness for work, that they use the opportunities provided to be fit for work and notify their Supervisor if this does not occur.

GPC has systems to specifically manage:

- Medical conditions, physical capability and mental health and wellbeing;
- Alcohol and other drugs;
- Smoking; and
- Fatigue.

2.2 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 appropriate people placement, the GPC recruitment process requires prospective candidates to undertake a role specific pre-employment medical and 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.

To ensure ongoing physical and mental capability of employees, GPC has a discrete Policy on Rehabilitation and a Standard for the Management of Injury / Illness that covers health surveillance and targeted health promotion strategies.

2.2.1 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.

Roles that have been assessed as requiring an aptitude / behavioural assessment will require the potential incumbent 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.

2.2.2 Internal transfer medicals and aptitude/behavioural assessment

If the role being transferred to has substantially different physical or aptitude requirements, then a medical and/or aptitude / behavioural assessment may be required as defined for pre-employment. For example – admin role to heavy machinery operator or internal promotion to a position with greater accountability.

The GPC Recruitment Standard provides guidance on how internal transfer medicals are managed in the process.

2.2.3 At cause medicals

Where there is evidence presented or reasonable concern for an individual's ability to perform their duties, the persons Supervisor will refer the individual to the Health and Wellbeing Centre for an appropriate assessment with the individual's GP or referral to the GPC appointed Occupational Physician.

2.2.4 Medical design

Role-specific medicals are based on the job demands analysis for the role. This may include being assessed against recognised evidence-based criteria under the guidance of the GPC appointed Occupational Physician. 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.

2.2.5 Health surveillance

Health surveillance will be provided to specific exposure groups to ensure ongoing fitness for work where occupational monitoring and assessment has identified a potential health exposure.

Full details of health surveillance standards are provided for in the Injury/Illness Management and Occupational Hygiene Management Standards (In Draft) and Health Surveillance Procedures (In Draft).

2.2.6 Rehabilitation

Rehabilitation and return to work programs will be provided to employees to promote returning to pre-incident fitness for all work related injuries and illnesses, including alcohol and other drug dependencies. Non-work related injuries and illnesses will be rehabilitated at management's discretion.

Full details of rehabilitation standards are provided for in the Injury/Illness Management Standard and Rehabilitation Procedure.

2.2.7 Health promotion

GPC will promote a broad range of health promotion activities to encourage all employees to manage their own fitness for work.

Full details of the health promotion strategies on offer is provided for in the Injury/Illness Management Standard and associated procedures.

2.3 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 (up to 0.02 BAC depending on the persons role) or other drugs in their system.

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

2.4 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 Procedure, Smoking at GPC.

2.5 Fatigue

Fatigue risk management at GPC takes a multi-layered approach to ensure consideration is given to as many variable and influences as possible. These include:

- Roster design;
- Taking the opportunity to sleep;
- 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.

Employees, contractors and port users are expected to manage their activities outside of work to ensure that it does not interfere with the sleep opportunity provided in the roster design. This is also a condition of employment for GPC employees.

GPC has not specified an absolute maximum number of days or nights allowed or hours per day, however, there is specific guidance in the GPC Fatigue Risk Management Procedure for what is required 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.

2.6 Training and Communication of Standard requirements

The requirements of this Standard and associated Procedures will be communicated to all affected through the on-line 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.

2.7 Incident Investigations

Incident investigations will consider fitness for work issues as a potential contributing factor or causal factor as part of the investigation process. Individuals involved in these incidents must participate in the relevant assessments required to measure the degree of potential impairment.

2.8 Breaches of the Standard

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

3 More information

This Standard will be available to all employees, contractors and port users.

This document is uncontrolled when printed. The current version of this Standard is available on Gladstone Ports Corporation's Intranet.

If you require any further information, please contact the Custodian, listed under Document Accountability on the cover page.



4 Appendices

4.1 Appendix 1 – Related documents

4.1.1 Legislation and regulation

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

Type	Legislation / regulation
Federal	NA
State	Work Health and Safety Act 2011 Work Health and Safety Regulations 2011
Australian Standard	NA
Other Standards	<i>QGN 16 - Guidance Note for Fatigue Risk Management (2013)</i> – Department of Natural Resources & Mines <i>Guide for managing the risk of fatigue at work</i> – Safe Work Australia <i>Managing fatigue: A guide for the workplace</i> – Workplace Health & Safety Queensland

4.1.2 Gladstone Ports Corporation documents

The following documents relate to this Standard:

Type	Document number and title
Policy	DOCSCQPA#365624 Policy – Health and Safety
	DOCSCQPA#614529 Policy – Rehabilitation
Standard	DOCSCQPA#1239110 Standard – Alcohol and other drugs
	DOCSCQPA#1276408 Standard – Injury/Illness Management
	DOCSCQPA#1357835 Standard – Occupational Hygiene Management (In Draft)
	DOCSCQPA#995910 Standard – Contractors and Port Users Safety, Environment and Security Standard
	DOCSCQPA#722669 Standard – Recruitment Standard
Specification / Procedure	DOCSCQPA#163222 Procedure – Testing for alcohol and other drugs
	DOCSCQPA#TBA Procedure – Health Surveillance (In Draft)
	DOCSCQPA#367499 Procedure – Rehabilitation
	DOCSCQPA#1095082 Procedure – Smoking at GPC
	DOCSCQPA#1331120 Procedure – Fatigue Risk Management
	DOCSCQPA#1075526 Procedure – Incident Management and Investigation
DOCSCQPA#960456 Specification – Managing Discipline	
Reports / Other	GPC Enterprise Agreement 2016
Form / Template	DOCSCQPA#1331124 Form – Individual Fatigue Risk Assessment and Risk Management Plan
	DOCSCQPA#1331122 Form – Shutdown/Project Fatigue Risk Management Plan
	DOCSCQPA#1302038 Form – Personal Fatigue Likelihood Predictor
Training	On-line Induction
	DOCSCQPA#1032559 Matrix – Corporate Mandatory Training Matrix