



## Fit For Work and Wellness Policy

Horizon West requires all individuals to be Fit For Work to carry out the full range of accountabilities associated with their role. Managers and supervisors will at times be required to make judgments as to if any individual's capacity, to meet their accountabilities, may be limited as a result of:

- Their general level of personal fitness and/or medical conditions for the tasks
- Mental, emotional and other issues
- The consumption of alcohol
- The effect of drugs (prescription, pharmaceutical or illicit)
- Fatigue and/ or Stress

Wellness can be defined as the active process through which the individual becomes aware of all aspects of the self and can make choices toward a more healthy existence through balance and integration across multiple life dimensions

This Policy outlines responsibilities of management and individuals to meet Duty of Care under legislation. Non-compliance to the requirements of this Policy may result in disciplinary action.

To ensure they meet their legal duty of care, **all Individuals** shall:

- Maintain personal fitness and wellness required to meet the requirements of their position.
- Attend for work in a state that does not limit their ability to meet the position requirements and within the limits outlined within this policy.
- Advise a Supervisor before work of any factor that may influence their fitness for work.
- Ensure that their Supervisor is advised if they are taking any prescription drug or pharmaceutical product (including Over The Counter) containing a warning similar to :
  - *The product may cause drowsiness*
  - *Any precautionary measures to be taken by the person* e.g. "Do not drive a vehicle"
- Advise their Supervisor at any time if they believe they are unfit to start or continue work
- Report situations to supervision where fellow work colleagues may not be fit for work.

To ensure the Company meet its legal duty of care, **Horizon West Management** shall:

- Maintain an overarching program focusing on the wellness of individuals.
- Provide training, awareness and education on the specific range of Fit For Work issues.
- Establish procedures for identifying those who may not be fit for work.
- Comply with client or customer Fit for Work policies
- Ensure those found not fit for work are managed in a fair and effective manner.
- Ensure individuals are aware that the following are prohibited in the workplaces
  - the sale or supply of any prescription drugs
  - the sale, supply or possession of illegal drugs
  - the unauthorised supply, possession or sale of alcohol

Signed: 

**Brad Hagen - Director**

Date: 22/9/16

Signed: 

**Allen Ryan - Director**

Date: 22/9/16

Signed: 

**Niall Laird - Director**

Date: 22/9/16.