**Gastech Australia Pty Ltd**

**Health Safety and Environmental Procedure**

**Fitness for Work**

**Procedure 4.5.1**

***“ Committed to HSE”***

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| **Rev Number** | **Summary of Revision** | **Signed** **(Director)** | **Date** |
| **0** | **New Procedure** |  |  |
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# 1. PURPOSE

The purpose of this Procedure is to describe requirements for specific areas which can render a person unfit for work and to work in a safe manner.

# 2. SCOPE AND APPLICATION

This Procedure is applicable to all Gastech activities and all Gastech employees and provides detail in relation to:

* Pre-employment medicals
* Management of Fatigue
* Use of drugs and alcohol

**This Procedure must be followed in conjunction with client procedures where applicable.**

**Requirements in this procedure may also be carried out by other agencies (supplies or employment agencies) as agreed with Gastech.**

# 3. DETAIL

##  Overview

Gastech must ensure that all its employees are fit for work so that they are capable of working in a safe manner and so that they do not put other people and assets at risk. Fitness for work includes processes to ensure that all employees are

* medically fit
* not under the influence of drugs and alcohol
* not suffering from fatigue

General strategies to achieve the above objectives include:

 Gastech employees must attend a pre-employment medical and be assessed as fit for work before they commence work for Gastech

* Drug and alcohol testing for all employees and contractors before commencement of employment and before engagement
* Random drug and alcohol testing during the course of employment or engagement
* Compliance with client fitness for work requirements

3.2 Medical Assessments

### 3.2.1 Employees

Medical assessments, carried out by an approved medical practitioner, must be attended by any Gas tech employee who is required to be engaged by Gastech for more than 28 days in any 12 month period. The medical assessment must include a general medical assessment and must also include screening for alcohol and drugs, and where high noise levels are liable to be encountered on the job, an audiometric assessment.

All medical records must he held by the Gastech Director and access restricted to the Director or Medical Practitioner. Access to records by others (eg client representatives) may only be approved with the written consent of the employee.

A Gastech Medical Assessment Form can be seen in [Appendix 1](#_APPENDIX_1:_Medical).

## A Gastech Medical Questionnaire and Declaration can be seen in [Appendix 2](#_APPENDIX_2:_R&D).

3.3 Alcohol and Drugs

Drug and alcohol abuse is an extremely serious matter at Gastech and as such, use of drugs, alcohol or non-prescribed drugs at the work place, and excessive use of “over the counter” drugs is prohibited.

The use, sale or possession of alcohol or drugs whilst at work or turning up for work whilst unfit for work will result in disciplinary action being taken, which may include termination of employment. Gastech reserves the right to take legal action if it deems it appropriate to do so.

Gastech reserves the right to implement drug or alcohol testing on any of its employees based upon reasonable suspicion of signs of intoxication or effects of drugs, and on a random basis.

Employees at Gastech must advise their Supervisor, before commencing work, of the effects any prescribed medication may have and how that may affect performance. Gastech also cautions employees against the use of prescribed “over the counter” medication which can affect workplace performance and safety.

Alcohol and drug tests must also be conducted by Gastech before engagement or employment of employees. The following guideline applies to action to be taken in the event of positive drug and alcohol test results, although each positive result will be assessed by the Gastech Director before a decision is made in relation to action to be taken:

***Employees***

**Random Drugs and Alcohol**: 1st positive – suspension from work, counselling and written warning/2nd positive – dismissal

**In possession of illicit drugs and alcohol** at work – dismissal

All test results must be treated in a confidential manner by the Gastech Director and other personnel in the process.

All testing must be in compliance with *AS4308:2008 – Procedures for Specimen Collection and Detection of and Quantification of Drugs or Abuse in Urine.*

The Gastech Drug and Alcohol Policy can be seen in [Appendix 3](#_APPENDIX_3:_R&D). All employees and contractors are required to read and sign off on the Policy before accepting terms of engagement.

## 3.4 Medical Care

## In the event of injury or illness to any contractor or employee, initial medical care and emergency medical care will be provided by the client under arrangement with Gastech. In the event of injury or illness at Gastech premises, initial first aid treatment will be provided on site and then by external emergency services.

## All injuries or illness must be reported (including use of the first aid boxes) and closely assessed. Where there is any doubt whether an injury or illness needs to be treated, or requires external treatment, advice must be obtained from an on call Medical Practitioner. Emergency contacts are displayed at all Gastech premises and addressed in client inductions.

More detail on management of injury and illness is provided in the *Gastech Human Resources Procedure – Return to Work.*

## 3.5 Fatigue Management

## Fatigue is a contributing factor to incidents at work and outside of work. Effective management of fatigue is a key HSE objective at Gastech. A number of measures have been established at Gastech to ensure that fatigue is managed so that it is not a contributing factor to incidents. Gastech, its employees and its contractors have a shared responsibility to effectively manage fatigue.

Fatigue is a loss of alertness which can result from:

* Excessive physical activity
* Excessive mental exertion
* Long work hours
* Conducting tasks which are repetitive and monotonous
* Insufficient or poor quality sleep
* Taking of some medication
* Alcohol use
* Dehydration
* Poor diet
* Stress

Risk factors associated with fatigue must be assessed during:

* Development of JHA
* Use of Step Back 5 x 5 and Job Start Cards
* As part of the Permit to Work Process
* Other risk assessment processes

The following guide applies to management of fatigue at Gastech:

* Working hours should not exceed 14hrs in any 24hr period
* More than 10 consecutive hours rest is required in any 24hr period inclusive of driving time, meal breaks and leisure time
* Onshore personnel should work no more than 13 consecutive shifts before a 24hr break
* Offshore personnel should work no more than 28 consecutive shifts before a rostered break is taken

Deviations from the above must be approved by the Gastech Director following risk assessment.

Breaks should be taken during working hours and should not be “traded in” for late starts or early finishes. More breaks are required for strenuous activities and other activities which have potential to result in fatigue.

# 4. TRAINING AND COMPETENCY REQUIREMENTS

All Gastech employees must view the Tool Box presentation which supports understanding of this Procedure and the Tool Box presentation “Fitness for Work”.

# 5. RESPONSIBILITIES

## 5.1 Gastech Director

The Gastech Director must:

* promote use and ensure compliance with this Procedure
* monitor compliance with this Procedure
* formally audit compliance with this Procedure on a yearly basis
* ensure that all medical records and rehabilitation records are confidential and secure
* ensure that all employees and contractors do not arrive on site without the required medical assessments
* organise alcohol and drug testing as required
* ensure arrangements are in place for appropriate medical care
* ensure all employees and contractors agree with and sign off on the Gastech Drug and Alcohol Policy
* ensure management of fatigue guidelines are applied
* ensure drug and alcohol requirements are applied

## 5.2 Gastech Supervisors

 Gastech Supervisors must:

* promote use of this Procedure
* monitor compliance with this Procedure
* ensure that injured or ill employees and contractors report for medical treatment as required
* monitor employees for fatigue, alcohol and drugs, and take appropriate action as required
* ensure consideration of fatigue is included in job risk assessments as relevant
* undertake drug and alcohol testing as required

## 5.3 All Employees

Employees must:

* comply with requirements detailed in this procedure
* ensure that medical assessments are attended as required
* report all injuries and illness immediately
* if use is made of the First Aid Box complete the log book provided
* ensure that a healthy diet is maintained and do not over eat
* be sensitive to workmates by not making noise when persons are sleeping
* ensure adequate sleep is maintained
* advise your Supervisor if you are fatigued
* advise your supervisor or the Gastech Director of use of prescription drugs
* review and sign off on the Gastech Drugs and Alcohol Policy