

Fitness for Work Guideline

Guideline Owner: Director, Human Resources Services

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1. INTENT

The intent of this document is to provide guidance to managing a worker’s ability to undertake their work safely and competently.

This includes confirming a workers fitness for work where it is reasonable to do so.

2. ORGANISATIONAL SCOPE

All ECU Workers

3. DEFINITIONS

TERM	DEFINITION
ECU	Edith Cowan University
Fatigue	Fatigue is a state of mental and/or physical exhaustion, which reduces a person’s ability to perform work safely and effectively.
Fitness For Work (FFW)	A state of physical and psychological wellbeing that enables a person to perform their work duties in a manner that does not compromise the safety or health of themselves or others.
Inherent Job Requirements	The tasks or functions that are a necessary part of the job.
Injury Management	The management of an injured worker to successfully maintain or achieve a timely, safe and sustainable return to work.
Manager / Supervisor	The person with line management responsibility for any employee including all full time, part time and casual staff. A person responsible for controlling activities areas, workers or students.
Medical practitioner	A Registered Medical Practitioner, being a person qualified and registered to practise under the Health Practitioner Regulation National Law (WA) Act 2010 or equivalent State, Territory or international regulation, or other health practitioner as approved by the University.
Return to Work Program (RTW)	A written program developed in consultation with the injured/ill worker, manager/supervisor and medical practitioner that sets out the overall return to work goal, outlines medical restrictions and

	identifies suitable duties, time frames and other actions to facilitate a workers' maintenance at, or return to work.
Worker(s)	<p>A person is a worker if the person carries out work in any capacity for ECU, including work as:</p> <ul style="list-style-type: none"> a) an employee; b) a contractor or subcontractor; c) an employee of a contractor or subcontractor; d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; e) an apprentice or trainee; f) a student gaining work experience; or g) a volunteer.

4. GUIDELINES CONTENT

4.1 General Requirements

There is an obligation to ensure workers are able to safely perform the inherent requirements of their position. Fitness for work processes for identifying potential risk factors may include, but are not limited to:

- Job task analysis
- Pre-placement health assessments
- Periodic health monitoring
- Injury and illness management
- Alcohol and other drugs management
- Fatigue management

4.2 Worker Responsibilities

ECU workers are responsible for managing their own fitness for work including ensuring their health allows them to safely perform their work duties. Workers with a health concern that may influence their ability to complete their work duties or compromise the health and safety of themselves or others must advise their Manager or Supervisor as soon as practicable.

Where a worker has concerns regarding a colleague's fitness for work, they have a duty of care to either raise this concern directly with the colleague or discuss with their Manager or Supervisor.

4.3 Manager/Supervisor Responsibilities

Managers/Supervisors are expected to monitor the fitness for work of workers under their control and take prompt, reasonable management action to address fitness for work concerns that are raised or observed. Advice can be provided by their HR Business Partner. Managers / Supervisors are expected to take an active role in developing and managing RTW programs in accordance with ECU's Injury and Illness Management Procedure. Any concerns that are raised or reasonable accommodations and timelines that are agreed should be recorded appropriately.

4.4 Fitness for Work Requirements

4.4.1 Job Task Analysis

Work areas may need to organise a job task analysis to provide an accurate representation of inherent job requirements. These are maintained for the purposes of pre-placement health assessments; periodic health surveillance; injury management and return to work of injured workers.

4.4.2 Pre-placement Health Assessment

Pre-placement health assessments will be conducted for higher risk roles identified in the job role profile. The assessment is part of ECU's recruitment, selection and appointment process.

Pre-placement health assessments are conducted to ensure prospective employees are fit to undertake the inherent job requirements.

Prospective employees who are not required to undergo a pre-placement health assessment may be required to provide a Statutory Declaration of their fitness to undertake the inherent job requirements of the offered position.

4.4.3 Injury and Illness Management

ECU is committed to facilitating reasonable adjustments and providing early injury management to ensure workers can continue to fulfil the inherent job requirements and actively encourages the reporting of both work and non-work related injuries and illnesses to assist in this process.

The Injury and Illness Management Procedure provides further information and details on developing and managing RTW programs for workers with work and non-work related injuries and illnesses.

4.4.4 Supporting Health and Wellbeing

ECU aims to provide a safe and healthy working environment that supports and promotes the health and wellbeing for workers, students and visitors.

ECU implements strategies to promote a healthy campus culture through organisational development, wellness initiatives and health and safety programs. These include:

- Employee Assistance Program (EAP) - a free and confidential counselling service for staff and their immediate families for both work related and personal issues that may affect a worker's fitness for work. Support services for Managers and Supervisors are also available. For further information, refer to the Employee Assistance Program page of the Human Resources Services website;
- ECU's Live Life Longer program provides a host of activities and resources that can help workers to maintain a healthy work life balance and be proactive with their health. Psychological wellbeing is a key focus of the program and many of the activities promote positive mental health;
- Skills and knowledge programs including those offered as part of ECU's Role Based Development Framework;
- Non-smoking Campus; and
- Further information is also available via the Student health webpage under Self-help resources.

4.4.5 Alcohol and Other Drugs Management

ECU workers are required to comply with the Alcohol and other Drugs Management Policy and ECU Code of Conduct including ensuring they carry out their normal work duties safely and refrain from alcohol or substance misuse that would adversely affect their performance, or the health and safety of others.

All matters relating to the use and consumption of drugs and alcohol will be managed in accordance with the University's Alcohol and other Drugs Management Policy.

4.4.6 Fatigue Management

Fatigue is a feeling of constant tiredness or weakness, can be physical, mental or a combination of both and increases the risk of accidents. Fatigue can occur because of prolonged mental or physical activity, sleep loss and/or disruption of the internal body clock.

ECU is committed to minimising the risks of fatigue through scheduling work rosters, providing adequate breaks and managing work-related travel arrangements in accordance with the recommendations within Safe Work Australia's Guide for Managing the Risk of Fatigue at Work.

Where a Manager/Supervisor is advised or observes that a worker may be adversely affected by fatigue, they are expected to take prompt and appropriate action that may include:

- Ensuring the worker is taking required breaks
- Altering work duties to minimise the worker being affected by potential hazards
- Ceasing the worker's normal work duties and organising their safe return home
- Assisting the worker to access appropriate medical and counselling to identify and address any issues causing fatigue, prior to the worker returning to work.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to these guidelines, the following positions are responsible for the following:

Guidelines Owner

The Guidelines Owner, the Director Human Resources Services, has overall responsibility for the content of these guidelines and its operation in ECU.

Human Resources Services

Human Resources Services are delegated the strategic responsibility for reviewing and amending this guideline.

University Schools and Professional Services

University Schools and Professional Services are responsible for the operational implementation and management of the guideline.

Workers

University workers are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS

This guideline is supported by the following:

Available from the Human Resources Services Website:

- Alcohol and other Drugs Management Policy
- Employee Assistance Program
- Edith Cowan University Enterprise Agreement 2017
- Guide to Pre-placement Health Assessments for Hiring Managers
- Injury and Illness Management Procedure

Available from the Strategic and Governance Services Website

- ECU Code of Conduct
- ECU Privacy Policy

Available from the Parliamentary Counsel's Office:

- Workers' Compensation and Injury Management Act 1981
- Occupational Safety and Health Act 1984

7. CONTACT INFORMATION

For queries relating to this document please contact:

Guideline Owner	Director Human Resources Services
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8. APPROVAL HISTORY

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