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# Fit for Work

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**CONTROL:**

Policy Type:	Administrative
Authorised by:	Council
Head of Power:	Queensland Work Health and Safety Act 2011 and others listed in 17.2
Responsible Officer:	Safety and Quality Coordinator
Adopted / Approved:	Minute No. 2022.06.20-OM-17
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## 1. INTRODUCTION

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**1.1 PURPOSE:**

The purpose of this policy and procedure is to ensure that all persons are fit to be engaged in activities at the workplace. Physical and psychological conditions such as fatigue, grief, stress and illness as well as drugs and alcohol can all result in reduced fitness for work. This policy and procedure seeks to reduce individual and organisational exposure to the potentially harmful consequences of conditions or substances, which reduce fitness for work.

This policy and procedure is also included as part of the Diamantina Shire Council Chain of Responsibility Safety Management System (CORSaMS).

**1.2 COMMENCEMENT OF POLICY:**

This Policy will commence on adoption. It replaces all other specific Fit for Work, Drug and Alcohol, and Fatigue policies of Council (whether written or not).

## 2. POLICY

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**2.1 CONTEXT:**

This fit for work procedure includes the management of fatigue as well as drugs and alcohol as part of an overall fitness for work program in place at Diamantina Shire Council and outlines the requirements with regards to control methodologies for fitness for work including physical, and psychological issues and drugs and alcohol. It applies to all employees, agents, visitors and contractors (including temporary contractors or subcontractors) of Council (and its related entities), collectively referred to in this policy and procedure as 'workplace participants'. Some aspects of this policy and procedure may only be applicable to employees, such as rehabilitation and support. Nothing in this policy and procedure is intended to create an employment relationship between council and its contractors.

This procedure is not restricted to the workplace or work hours. The obligations contained in this procedure extend to all functions and places that are work-related. A "work-related function" is any function that is

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connected to work. For example, conferences, work lunches or meetings, Christmas parties, client functions, etc.

Workplace participants must comply with this procedure at all work related functions. Any reference to work in this procedure includes a work-related function. This procedure also applies when workplace participants go to other workplaces in connection with work, for example when visiting a customer, client or supplier.

### 2.2 POLICY STATEMENT:

The Fit for Work policy is an integral component of the systems in place designed to eliminate and / or minimise the potential risk to the health and safety of employees, visitors, contractors, general public and the environment.

**Fatigue** is a condition that can impair an individual's fitness for work, common symptoms of fatigue include loss of alertness; impaired decision making; inability to assess and respond to risks and hazards and short periods of involuntary sleep (Micro Sleep).

Fatigue can be **caused** by a range of work and non-work related factors including, but not limited to, lack of adequate sleep, psychological stress, illness, use of medication (prescription and illicit), mentally and physically demanding tasks etc. The objectives of this Policy are to:

- a. Develop and continually improve, in consultation with employees and other workplace participants, programs and procedures to help identify and address health and safety issues;
- b. Monitor employee and other workplace participants worked hours and shifts in order to make informed decisions on rosters and shift systems;
- c. Provide training and education strategies to help manage fatigue, alcohol and drugs and the related risk;
- d. Ensure assessment and monitoring of risks that may result in fatigue, drug and / or alcohol dependency;
- e. Provide confidential employee assistance and counselling services for the benefit of all employees; and
- f. Encourage employees to take periodic annual leave and help maintain a healthy balance between work and family / friends.

Fitness for work also includes implementing and managing an alcohol and other drug management program that supports Council's commitment in maintaining a safe and efficient working environment for all workplace participants.

This Procedure provides details of how the Drug and alcohol Policy will be managed, specifically, it has been developed to minimise the risks associated with drugs and alcohol including prescription medication, to employees, contractors and others in the workplace. The objectives are as follows:

- a. Provide a safe working environment by minimising risks associated with the use of alcohol and other drugs;
- b. Provides, where necessary and available, information and education to help rehabilitate workplace participant's dependent on drugs or alcohol;
- c. Ensure that Diamantina Shire Council meets its obligations to its workplace participants, contractors, visitors and the general public to carry out its operations in a safe manner;
- d. To encourage all workplace participants to take responsibility for their own wellbeing and encourage any workplace participant who has or could have a dependency on alcohol or drugs to seek assistance from appropriate organisations and support groups; and

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- e. Ensure anyone that returns a non-negative test result is managed consistently and fairly in accordance with this procedure;

Council does not accept liability for the consequences (property damage, injury, etc.) of any illegal or inappropriate actions of any workplace participant whilst he / she is affected by drugs and / or alcohol. The workplace participant is responsible for the consequences of their actions.

### 3. PROCEDURE

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This fitness for work procedure is not intended to include or pre-empt every possible scenario that may be encountered in the course of administering a fitness for work program, it should be read and administered in the context of due prudence and reason. This procedure supports workplace participant fitness for duty and wellbeing and any workplace participant feeling the process is not being properly followed can utilise the appropriate grievance process e.g. HSE Complaints Resolution Procedure.

The Diamantina Shire Council Safety Management System Documented Procedure DSC\_PR\_4.16\_Fit for Work has been developed to assist in the management of fit for work and includes process flow charts and fatigue identification and assessment tools.

#### 3.1 FITNESS FOR WORK

“Fitness for Work” means that a person is in a state (physically, mentally and emotionally) which enables them to perform assigned tasks competently and that does not compromise or threaten their own or other’s safety or health, product safety, their quality of work or Diamantina Shire Council’s environmental standard. An individual may be unfit for work for a variety of reasons including the adverse effects of fatigue, stress, alcohol or other drugs as well as a range of physical, emotional and mental health issues

#### 3.2 ROLES AND ACCOUNTABILITIES

The roles and accountabilities for fitness for work management at Diamantina Shire Council are documented below in order for all personnel to understand the importance of the accountabilities assigned to each role.

#### 3.3 WORKPLACE PARTICIPANT RESPONSIBILITY

It must be understood that at all times, workplace participants must “self-manage” fitness for work, specifically all Diamantina Shire Council workplace participants are accountable for, but not limited to, the following:

- a. Comply with, and maintain knowledge of the drug and alcohol policy and this fitness for work procedure at all times
- b. Obtaining sufficient rest and sleep;
- c. Immediately advise their supervisor if they have concerns about another workplace participants fitness for work especially in relation to potential impairment from fatigue, drugs or alcohol (or, in the case of concerns about their supervisor, speak to the Manager / CEO);
- d. Be available and participate in alcohol and other drug testing;
- e. Maintain a level of personal health and fitness which ensures that level does not contribute to a lack of fitness for work;

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- f. Present to work in a fit for work state and attend training and education sessions as required;
- g. Ensure activities outside work do not affect your ability to work safely;
- h. Notify the supervisor or manager if you (or others) are not fit for work especially where there is a potential for safety to be compromised; and
- i. Inform the supervisor or manager of any issues that may affect their fitness for work e.g. prescribed or non-prescribed medication; disruptions to normal sleep opportunities, family or other personal issues.

Workplace participants who are on the on-call roster for after-hours incidents and emergencies must:

- a. Avoid the consumption of alcohol and other drugs in the preceding 24 hours of being rostered to work to the extent it may result in a reading that exceeds the limitations in the drug and alcohol policy;
- b. Advise their supervisor immediately if they are unable to meet the expectations of the drug and alcohol policy, in which case the supervisor is required to make alternative arrangements (which will result in the workplace participant losing their entitlement to any on-call allowances or similar payment for that period);
- c. Persons unexpectedly called out after hours in emergencies (persons not otherwise on call) may be excluded from penalty if they test positive to alcohol, provided that their reading is within the legal limitations.

### 3.4 MANAGEMENT RESPONSIBILITY

All Diamantina Shire Council managers and supervisor are accountable for ensuring effective fitness for work management is maintained at all times ensuring good communication and consultation as well as behavioural observations to identify potential fitness for work issues.

Additionally, all Diamantina Shire Council managers and supervisors are to ensure that any fitness for work management actions are conducted whilst maintaining a “Just Culture” being fair, just and reasonable, the following are examples of management responsibilities:

- a. Ensuring that all workplace participants are trained and educated in, and have access to the procedure and this policy;
- b. Assist individuals who may not be fit for work;
- c. Set an example by working appropriate hours and setting realistic work load expectations for yourself and others;
- d. Ensure the Diamantina Shire Council fitness for work policy and procedures are communicated to all employees, contractors and visitors to the sites;
- e. Promote awareness of fitness for work risks and work with individuals to manage risks including the provision of training and education as required;
- f. Monitor fitness for work and ensure that excessive hours are not being worked;
- g. Ensure the requirements of the National Heavy Vehicle Regulations (NHVR) are strictly adhered to at all times in relation to heavy vehicle operation;
- h. Ensure fitness for work risks are considered when planning task and allocating work, designing shift systems, work arrangements etc.; and

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- i. Ensure that in applying this policy and procedure, individual's right to privacy and confidentiality are maintained at all times.

### 3.5 SAFETY AND QUALITY COORDINATOR

The Safety and Quality Coordinator has the additional responsibility for:

- a. Coordinating all drug and alcohol testing in accordance with this Policy and associated procedure;
- b. Ensuring all workplace participants are made aware of this policy and associated procedure ;
- c. Including the drug and alcohol procedure and policy in the induction process;
- d. Assisting with any incident investigations;
- e. Evaluating the outcomes of incident investigations to ensure that all procedures have been followed correctly;
- f. Compiling and tabling incident statistics to the CEO;
- g. Developing and distributing relevant safety related information throughout Council;

### 3.6 HUMAN RESOURCE OFFICER

The Human Resources Officer has the additional responsibility for:

- a. Ensuring prospective workplace participants are made aware of this policy and the associated procedure through the recruitment and selection process, and arranging alcohol and other drug testing during the induction process as appropriate;
- b. Advising and assisting the Safety & Quality Coordinator and management with disciplinary actions and remedial strategies as appropriate;

### 3.7 EDUCATION AND TRAINING

Council recognises that it is important to develop a workplace culture through awareness and training where workplace participants are prepared to encourage each other to be safe and fit for work.

Workplace participants will be provided with fitness for work including fatigue and drug and alcohol awareness and training. In addition, a range of information on fatigue and drug and alcohol consumption will be made available to workplace participants including the different types of drugs and the risks they pose to people's health. Fitness for work awareness and training for workplace participants may cover:

- a. The importance of being fit for work;
- b. The effects of the consumption of drugs and/or alcohol on health, safety and performance in the workplace;
- c. Fatigue, what it is, symptoms and effective control strategies;
- d. What constitutes unacceptable drug or alcohol consumption;
- e. How to recognise workplace participants who may not be fit for work due to the consumption of drugs and/or alcohol;

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- f. Counselling, treatment and rehabilitation services available to workplace participants to enable those who have problems or concerns to seek effective solutions and suitable treatment of their choosing;
- g. How an workplace participant who has a problem with drugs and/or alcohol can self-disclose;
- h. Council's drug and alcohol policy and associated procedure;

### 3.8 CONSULTATION

Council will ensure that the implementation and continual improvement of this drug and alcohol policy and associated procedure occurs in consultation with workplace participants and other relevant stakeholders.

### 3.9 ENTRY TO SITE

The term "site" includes all areas or locations where Diamantina Shire Council conducts its business and for which it is practicable and reasonable for the council to implement this procedure. Non-compliance with the Diamantina Shire Council fit for work procedure may result in access to the work site being denied and the person being removed from site either temporarily or permanently.

### 3.10 CONFIDENTIALITY AND INFORMATION PRIVACY ACT

At all times Diamantina Shire Council will ensure confidentiality in relation to fitness for work issues is maintained, all supervisors and managers involved in any fitness for work issue are to ensure the employee is afforded due respect and care and that no information pertaining to the fitness for work issue breaches the confidentiality and privacy of the workplace participant.

Drug and alcohol testing will be conducted in as private a setting as possible given the remote work sites that workplace participants are working. The tester will ensure that the results of any tests remain confidential and are only reported to the CEO or designee and where deemed necessary the work crew supervisor.

Save as required by law, no information relating to any testing or rehabilitation will be disclosed to an external party without written consent of the workplace participant concerned. However, as part of the discipline process the CEO may elect to notify the Police or other regulatory body and may also notify any visitor or contractors company of any breach.

### 3.11 RISK MANAGEMENT

In order to maintain a preventive strategy in relation to fitness for work, the "risk management" approach in accordance with Diamantina Shire Council risk management procedure is applied when analysing and dealing with "fitness for work issues".

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## 4. FATIGUE MANAGEMENT

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The objective of this fatigue management procedure is to provide guidance / rules to Diamantina Shire Council management and workplace participants so as to ensure that individuals are fit for work and:

- a. Diamantina Shire Council meets its obligations to workplace participants and the community by carrying out its operations safely and with regard to health, safety and environmental impacts;

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- b. A safe work environment exists through the minimisation of hazardous conditions including the management of risks associated with fatigue;
- c. Informed decisions are made in relation to hours of work, working arrangements and shift roster systems including compliance with the National Heavy Vehicle Regulations;
- d. Ongoing assessment and monitoring of fatigue risks are carried out; and
- e. Assistance through a range of preventative initiatives is offered including education, employee assistance program, and training strategies to help manage fatigue and related risk.

### 4.1 FATIGUE DEFINITION

Fatigue is a condition that can impair an individual's fitness for work, common symptoms of fatigue include loss of alertness; impaired decision making; inability to assess and respond to risks and hazards; and short period of involuntary sleep (micro-sleep).

### 4.2 CAUSE OF FATIGUE

Fatigue can be caused by a range of work and non-work related factors including lack of adequate sleep, physically and mentally demanding activities, heat, stress, drugs (prescription and non-prescription) and illness or disease.

### 4.3 WORKING HOURS

Working hours can be a major contributor to fatigue, Diamantina Shire Council will endeavour to minimise the risk that working hours presents by monitoring shift and overtime requirements. Options for minimising the risk may include, but not be limited to:

- a. Job rotation;
- b. Rest breaks, including additional rest breaks where deemed necessary;
- c. Effectively manage meal breaks;
- d. Education on fatigue; and
- e. Allocation of alternate duties.

### 4.4 IDENTIFICATION OF FATIGUE

It is a critical component of the Diamantina Shire Council fatigue management procedure that the processes for identifying and managing fatigue are documented and communicated to employees and other workplace participants.

#### **Behavioural Symptoms of Fatigue**

The table below includes examples of behavioural symptoms associated with fatigue that can be used when assessing the potential for fatigue.

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PHYSICAL SYMPTOMS	MENTAL SYMPTOMS	EMOTIONAL SYMPTOMS
» Yawning	» Difficulty concentrating on the current work task	» More quiet or withdrawn than normal
» Heavy eyelids	» Lapses in attention	» Lethargic or lacking in energy
» Eye rubbing	» Difficulty remembering what you are meant to be doing	» Lacking in motivation to do the task well
» Head drooping	» Failure to communicate important information to a colleague	» Irritable or bad-tempered behaviour with colleagues, family or friends
» Inappropriate or unintentional napping	» Failure to anticipate events or actions	
» Falling asleep	» Unintentionally doing the wrong thing (errors of commission)	
» Poor coordination	» Unintentionally failing to do the right thing (errors of omission)	

### 4.5 EMPLOYEE IDENTIFICATION

Self-management of fatigue is critical to the wellbeing of all workplace participants. Where a workplace participant identifies that they may be experiencing physical and / or mental fatigue, they must report it to their immediate supervisor. The supervisor will then ensure the workplace participant's fitness for work is assessed and appropriate action is taken.

### 4.6 FATIGUE IDENTIFIED BY COLLEAGUE / PEER

In the event anyone at Diamantina Shire Council has reason to believe that anyone on site may be experiencing fatigue they have an obligation to confidentially notify the supervisor or manager so that an assessment can be made.

Where a workplace participant makes a submission based upon a suspicion that another workplace participant is impaired and subsequently the submission is deemed to be vexatious or frivolous, appropriate action will be taken against the workplace participant making the submission.

### 4.7 FATIGUE IDENTIFIED THROUGH INCIDENT INVESTIGATION

In the case of fatigue being suspected as a contributing factor in an incident, the root cause and all contributing factors must be firmly established as per Diamantina Shire Council incident management procedures. It is critical that the corrective and preventive action be in proportion to the actual and / or potential harm or other loss resulting from the incident and that all necessary measures are taken as a matter of urgency.

### 4.8 MANAGING IDENTIFIED AND / OR SUSPECTED FATIGUE

In the event a supervisor or manager suspects an employee may be fatigued, or a potential fatigue issue has been reported, they are to initiate immediate intervention to reduce any potential risk, this intervention will be to confidentially discuss the observation with the employee to help determine if a fitness for work issue exists. The supervisor or manager will apply a risk management approach with the goal of ensuring appropriate actions are taken that may include, but not be limited to the following:

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- a. If appropriate, suggest confidential assistance from an employee assistance program provider;
- b. Allowing the workplace participant to continue working with increased supervision or assistance from co-worker(s);
- c. Verify that the workplace participant has been taking the prescribed regular breaks;
- d. Allowing additional fatigue breaks and allocation to other duties or equipment;
- e. Review work load including assigned tasks, hours and days worked to identify any excessive workload;
- f. If appropriate, discuss external pressures that may be having an impact on the workplace participants fitness for work;
- g. Removing the person from the workplace where the potential risk cannot be otherwise mitigated; and
- h. Commence counselling / discipline in accordance with Diamantina Shire Council human resource policies and procedures.

Safety is the overriding priority, supervisors and managers will at all times, refer to Diamantina Shire Council human resource policies and procedures in regards to any performance management decisions.

### 5. PHYSICAL AND PSYCHOLOGICAL IMPAIRMENT

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It is recognised that a person can cause harm to themselves, others or product due to physical or psychological impairment. Where it is identified that someone may be suffering from a physical or psychological problem that may cause harm or problems to themselves, others or products, the following shall occur.

- a. If a workplace participant suspects that they may be suffering from physical or psychological impairment and could be placing themselves, others or product at risk, they shall immediately report this to their supervisor or manager;
- b. If another person has cause to suspect that another person is suffering from a physical or psychological condition which may affect their ability to safely carry out their tasks, then they should report this to a supervisor or manager;
- c. The supervisor or manager shall immediately take steps to effectively manage the risk;

At all times, managers and supervisors have a duty to manage the risk due to physical or psychological impairment whilst maintaining confidentiality.

#### 5.1 GRIEF OR STRESS

Managers and supervisors should be prepared to manage situations where grief, stress or some other psychological disturbance renders an employee unfit for work. If the situation arises that a workplace participant expresses or shows signs of grief or overwhelming stress, management should be prepared to offer assistance to the workplace participant. Transportation home should be considered for persons suffering from grief or stress.

Note: When considering options to assist workplace participants with grief or stress the following types of actions may be considered appropriate:

- a. Offering the workplace participant leave;

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- b. Referral to an employee assistance program; and
- c. Alternative shift arrangements or work transfer.

### 6. NATIONAL HEAVY VEHICLE REGULATIONS (FATIGUE)

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Diamantina Shire Council operations also come under the requirements of the national heavy vehicle regulations (NHVR). The chain of responsibility safety management system (CORSaMS) has been developed and implemented to manage the NHVR requirements which include this policy and procedure. The CORSaMS has been incorporated into the Diamantina Shire Council Safety Management System as DSC\_PR\_4.18\_Chain of Responsibility.

#### 6.1 INTRODUCTION

Heavy vehicle fatigue management is a legislative requirement for Diamantina Shire Council to ensure the management of drivers and ensure that they are not at risk or put others at risk due to fatigue. High level risk management identifies heavy vehicle fatigue management as one of the key risks within the organisation and it is important to manage this issue not only for Diamantina Shire Council drivers but all drivers that Diamantina Shire Council engages either directly or indirectly in the conduct of council's work.

#### 6.2 FATIGUE REGULATED VEHICLE

A fatigue-regulated heavy vehicle is a vehicle with a gross vehicle mass (GVM) of more than 12 tonnes. This includes a vehicle combination of a total GVM of more than 12 tonnes. A bus of more than 4.5 tonnes fitted to carry more than 12 adults, including the driver is also a fatigue-regulated heavy vehicle.

#### 6.3 OBLIGATIONS

Diamantina Shire Council (DSC) is committed to embedding a consistent and structured approach to heavy vehicle fatigue management. DSC understands that both the organisation and individuals within the organisation have multiple responsibilities as the regulations cover not only our own employees working within Council's direct activities but they also cover delivery drivers and DSC engaged third parties. The national heavy vehicle regulation defines this as:

Influence = Responsibility = Legal Liability

Specific Diamantina Shire Council responsibilities in relation to fatigue management are defined through this policy, however, other responsibilities under the national heavy vehicle regulation are contained within the Diamantina Shire Council CORSaMS.

##### 6.3.1 CHIEF EXECUTIVE OFFICER

The CEO has the overall responsibility for fatigue management within Diamantina Shire Council and to ensure that this procedure is implemented and through continual review and monitoring activities remains effective. The following are specific responsibilities:

- a. Prevent breaches of the national regulations by ensuring audits identify potential issues and rectification actions are put in place,
- b. Allocate the appropriate resources to train staff in their responsibilities and ensure the responsibilities are clearly stated in position descriptions,

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- c. Where breaches are regularly occurring with delivery organisations providing a service to DSC ensure that the CEO of that organisation is made aware of their responsibilities and where further non-compliance occurs seek an alternate provider or discuss options with the Department of Transport and Main Roads,
- d. Where breaches are identified within DSC ensure that the Incident Report form is completed and the investigation is adequately conducted.

### 6.3.2 MANAGER AND SUPERVISOR RESPONSIBILITIES

The overriding responsibility of the manager or supervisor is to ensure that rosters and schedules do not require drivers to exceed driving hours regulations or speed limits. The manager or supervisor is to also take all reasonable steps to ensure drivers do not work while impaired by fatigue or drive in breach of their work or rest options.

### 6.3.3 CONSIGNOR / CONSIGNEE RESPONSIBILITIES

The responsibilities of the consignor or consignee, generally the stores person, include ensuring that the delivery requirements do not require or encourage drivers to exceed regulated driving hours, fail to meet the minimum rest requirements and / or drive while impaired by fatigue. The following are key points with regards to vehicles not under direct control of Diamantina Shire Council e.g. Freight Company:

All drivers – both inbound and outbound will be checked for fatigue symptoms generally by the stores person, fatigue will be checked in two ways:

**Technical fatigue:** in terms of documents, the driver has enough legal hours to complete the task presented;

**Actual fatigue:** where, regardless of the number of hours the driver may have, they are still fatigued; A driver may present various signs or symptoms of fatigue or other similar ailments. Fatigue is not easy to detect and hard to lessen. Diamantina Shire Council DSC\_FM\_4.16.1\_Fatigue Identification Hazard Checklist in addition to the Diamantina Shire Council CORSaMS Safe Work Instruction # 5 has been developed to assist in assessing fatigue. Although the checklist is not conclusive, if there is any doubt and / or differing opinions, the driver will be requested to sign off on fatigue declaration in the COR checklist.

If a driver appears to fail the fatigue checklist and insists on continuing, the consignor / consignee will immediately notify the manager and initiate a Corrective Action Request. The manager will contact the drivers' employer / company and obtain guidance on how they want to proceed ensuring that this is requested to be in writing (e-mail). If the driver's employer refuses to put the instructions in writing, obtain a second Diamantina Shire Council officer to listen to the telephone instructions and write them down independently. Use the records as part of the corrective actions taken.

Transport company advice can be followed in most cases provided it is documented. If you have serious concerns, contact management immediately for further instructions.

### 6.3.4 DUTIES AND RESPONSIBILITIES OF DRIVERS

Drivers are responsible for ensuring their own obligations under the national heavy vehicle regulations are met at all times by complying with the Diamantina Shire Council policy and procedures in addition to the relevant regulations. Drivers must at all times ensure that they:

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- a. Maintain adequate sleep, rest, dietary requirements and fitness to ensure they are not fatigued when at work;
- b. Notify the supervisor if they experience fatigue at any time;
- c. Maintain work diary in accordance with regulations;
- d. Review the roster with the supervisor to ensure the shift / roster can be worked within fatigue guidelines;
- e. Never exceed the driving times or go over the minimum break requirements;
- f. Ensure all fatigue related breaches are recorded and reported to the supervisor immediately.

### 6.4 FATIGUE TRAINING AND EDUCATION

Training and education will be provided so that all employees, contractors and managers understand the meaning of fatigue and have the knowledge and skills to practise effective fatigue management.

Training is structured and programmed to meet the training needs of the participants. The approach to driver education could include the following measures:

- a. Ensure all people associated with the management, supervision and driving of commercial vehicles are provided with information on the regulations for driving commercial vehicles;
- b. Provide induction training in fatigue management before drivers begin work;
- c. Check drivers' understanding of the requirements;
- d. Provide drivers with information and instruction on risk factors affecting fitness for duty and control measures including the company's approach to alcohol and other drugs in the workplace;
- e. Ensure managers and supervisors understand how to establish safe systems of work, especially in relation to driver fatigue;
- f. Provide supervision and ensure training participants understand and apply the driver fatigue training at work;
- g. Provide all managers, supervisors and drivers with information on the fatigue management plan when it is revised;
- h. Provide training on the use and requirements for the National Driver Work Diary.

## 7. CONSUMPTION OF ALCOHOL

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Council may waive the prohibition on the consumption of alcohol in certain circumstances such as for special functions, Christmas parties, client functions etc. The decision to waive this prohibition is at the sole discretion of Council. Prior to the relevant function, workplace participants will be notified whether or not the prohibition of alcohol is waived. Unless notified otherwise, all workplace participants must assume that the prohibition applies.

Even if Council waives the general prohibition on consumption of alcohol, the following restrictions continue to apply at all work-related functions;

- a. Workplace participants who consume alcohol should do so in a responsible manner;

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- b. Workplace participants must uphold an appropriate standard of behaviour at all times. Inebriation will not be accepted as an 'excuse' for misconduct; and

Workplace participants must not drive any vehicle if they have consumed any alcohol or drug (being any drug that could impair the ability to safely operate the vehicle). Workplace participants who do not have a means of transport should advise their supervisor or manager in order to arrange transport.

### 7.1 ALCOHOL AT WORK OR TRANSPORTED IN COUNCIL VEHICLES

Council work crews often reside in remote camps on rosters and are required to be self-sufficient during their roster, as such council exempt workplace participants to carry alcohol to and from the worksite camps and to have alcohol at these camps for responsible consumption after work has finished.

Alcohol may also be carried in council vehicles for a council sponsored function and to deliver the alcohol to the venue. Employees, in accordance with council motor vehicle policy may transport alcohol in their council issued vehicles only outside of working hours.

The council depot is the main location for freight being delivered to the town, the freight often includes residents and employees personal goods which may include alcohol and therefore in those instances council understands that alcohol will be on site pending collection by the resident or employee.

### 7.2 DRUGS OR ALCOHOL ON COUNCIL SITES

If Council finds drugs and / or alcohol on any work premises subject to Section 7.1 and 9.2 in breach of this Policy, Council may take any or all of the following steps:

- a. Investigate the matter in order to attempt to determine who is responsible. For this purpose searches may be conducted, as set out in this procedure; and
- b. Require some, or all, workplace participants to undergo a drug and alcohol test in order to test for the presence of drugs and / or alcohol.

Workplace participants are required to co-operate in any investigation of such matters. Failure to co-operate or providing false information in an investigation constitutes a breach of this Policy and will be considered to be misconduct and will be dealt with under the heading 'Breach of this Policy'.

### 7.3 SUSPECTED DRUG OR ALCOHOL POSSESSION

If Council suspects that a workplace participant has drugs or alcohol in their possession at work subject to Section 7.1 and 9.2 Council may take any or all of the following steps:

- a. Investigate the matter to attempt to determine whether the workplace participant does have such drugs or alcohol in their possession;
- b. Require the workplace participant to give access to any of Council's property such as any locker or vehicle; and / or
- c. Request the workplace participant to allow inspection of any personal property of the workplace participant such as any bag, or vehicle or to empty their pockets or jacket. Workplace participants are expected to permit such inspection and co-operate with the investigation.

Failure to co-operate or providing false information in an investigation will be considered to be misconduct. Misconduct may result in action being taken against the workplace participant, as set out below under the heading 'Breach of this Policy'.

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### 7.4 SEARCH ON REASONABLE GROUNDS

In order to further assist with achieving the objectives set out in this policy, if council suspects on reasonable grounds that a workplace participant, at work, may be in possession of or was recently in possession of drugs or alcohol or may have consumed drugs and alcohol at work in breach of this policy;

Council may search any council workplace as defined in this policy and procedure and any property located within any area in the council's possession and / or control. This may include offices, vehicles, workstations, lockers and storage areas.

## 8. DRUG AND ALCOHOL TESTING TRIGGERS

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The use and possession of any illegal drug or alcohol is prohibited at Diamantina Shire Council workplaces subject to Section 7.1 and 9.2. Council's nominated tester will maintain confidential records of the tests performed, only general statistics from the random testing program will be reported on a monthly basis.

Workplace participants visiting other workplaces may be required to submit to alcohol and other drug testing as required by the workplace owners or, in the case of certified aerodromes, Civil Aviation Safety Authority (CASA) approved testers. They must notify the Council immediately if they have been tested by other workplace owners and/or CASA approved testers and the results of any such tests. The following testing programs may be utilised as deemed necessary:

### 8.1 RANDOM TESTING

Random drug and alcohol testing will be conducted for all workplace participants, random testing may occur at any time, and at any location of Council operations. Random selection will generally be based on work groups, given the large geographical area that Council workplace participants cover. Within any workgroup that has been selected, either the whole workgroup (if the workgroup size is small), or a proportion of workplace participants within the workgroup (if the workgroup size is large) may be selected for drug and/or alcohol testing.

The randomisation process will involve a selection of Council workplace participants in a fair and transparent manner. The random testing will be performed by Council's nominated testers. Workplace participants will be required to participate in the alcohol and other drug test when they are randomly selected, regardless of how recently or frequently they have been tested.

### 8.2 BLANKET TESTING

A blanket test may be conducted where all workplace participants and/or other persons at a particular work site or workplace are tested, rather than randomly selected percentage of the particular work group or workplace.

### 8.3 REASONABLE SUSPICION

Any workplace participant who reasonably suspects that another workplace participant is unfit for work due to drugs and/or alcohol during working hours must inform their supervisor or manager who will conduct an appropriate investigation in consultation with the safety and quality coordinator. It is a workplace participant's right to protect the health and safety of themselves and others in this regard. The manager, in consultation with the safety and quality coordinator will determine if the test is justified and will be completed or not.

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Where a workplace participant makes a submission based upon a suspicion that another workplace participant is impaired and subsequently the submission is deemed to be vexatious or frivolous, appropriate action will be taken against the workplace participant making the submission.

### 8.4 POST INCIDENT TESTING

Testing of any workplace participant will be compulsory following any accident or incident including a high potential near miss. However, at all times the workplace participant's and any other persons involved, health, safety and wellbeing will take precedence over a drug and alcohol test following an incident.

### 8.5 TARGET TESTING (ACCELERATED TEST PROGRAM)

Where a workplace participant has returned a confirmed positive result to alcohol or other drugs, they will be required to participate in a target (accelerated) testing program for alcohol and other drug tests for a period as determined by the CEO. There will be no limit to the number of tests that are performed within the time specified by the CEO.

### 8.6 START-UP DAY TESTING

Diamantina Shire Council workplace participants operate a diverse range of plant, equipment and vehicles including, Road Trains, Scrapers and Graders on public roads often in hazardous driving conditions. As such, operators of plant and equipment, including light vehicles, are at greater risk of being involved in a serious incident due to the effects of alcohol or drugs.

As most of the Diamantina Shire Council workplace participants work on a roster basis, there may be an increase in alcohol consumption between rosters and shifts which may impact on the employee fitness for work at the next shift start up. Therefore, as a responsible and safety conscious employer, Diamantina Shire Council have elected to include additional testing for alcohol to those workplace participants that operate plant and equipment including light vehicles on shift start-up day as required.

To ensure all required workplace participants can be tested with minimum disruption, this testing will be conducted utilising a calibrated breath alcohol test machine in "Passive" mode. Where a test results in the presence of alcohol on the workplace participant being detected, the authorised tester will conduct a full drug and alcohol test using quantitative alcohol testing method as well as a standard drug test.

### 8.7 PRE-EMPLOYMENT TESTING

Persons accepting employment with Council will be required to participate in a pre-employment medical with a general practitioner, as part of the pre-employment testing, a drug and alcohol test will be performed during the induction process where appropriate.

Where a confirmed positive breath or urine alcohol test and/or a confirmed positive laboratory drug test is returned, Council will state the workplace participant is "not-suitable" for the position unless drug testing is proven to be related to prescription or pharmacy medication, where further consideration will be required.

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## 9. TESTING METHODS

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Breath alcohol testing will be conducted in accordance with Australian Standard AS 3547:2019 and current random breath testing procedures in Queensland. Oral fluid testing will be conducted in accordance with Australian Standard AS/NZS 4760:2019 and urine testing will be conducted in accordance with AS/NZS

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4308:2008. The authorised tester will arrange for non-negative drug test urine samples to be forwarded to an approved laboratory for independent analysis in accordance with NATA requirements.

### 9.1 TEST PERSONNEL

All test personnel are to be approved by the CEO only after they have successfully completed formally recognised training in workplace drug and alcohol testing.

In order to demonstrate compliance with this process the test personnel will be selected for random testing by the CEO. As the testing officer may be required to self-administer the test, to ensure the integrity of the test, the test will be performed under the scrutiny of a Supervisor or Manager and where necessary the test may be conducted under the supervision of the Bedourie or Birdsville Health Centre Nurse.

### 9.2 PRESCRIPTION AND PHARMACY MEDICATION

It is recognised that at times people are required to take medication as prescribed by a doctor or obtained over the counter. Some of these medications have the ability to reduce a workplace participant's fitness for work. All workplace participants will be required to complete DSC\_FM\_3.6.2\_Medication Declaration Form detailing all prescription and over the counter medications being taken, the workplace participant will be responsible for advising the tester prior to the test if there are any changes required on the medication declaration form. All medication details on the declaration form will remain private and confidential and used as part of the drug and alcohol testing process.

Where a workplace participant is taking prescription and /or pharmacy medications for a legitimate medical purpose, the workplace participant will not breach this Policy by attending work, if:

- a. The workplace participant takes the prescription and / or pharmacy medications in accordance with the instructions of their medical practitioner or pharmacist and normal directions applying to the use of those drugs;
- b. The workplace participant does not misuse or abuse prescription and / or pharmacy medications;
- c. The workplace participant is aware of the effects (including potential effects) of consumption of alcohol while taking prescription and / or pharmacy medications;
- d. The workplace participant checks with their medical practitioner or pharmacist about the effect of the drug on their ability to drive vehicles, operate machinery and generally perform their work duties in a safe manner. If a workplace participant's ability to perform his / her work safely could be impaired by prescription and / or pharmacy medications, the workplace participant should promptly obtain advice in writing from the medical practitioner or pharmacist and provide it to his / her manager or supervisor, before undertaking his / her work.

If Council suspects that a workplace participant's ability to safely perform work is impaired (or likely to be impaired), Council may take steps to address the issue in accordance with this Policy.

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## 10. TEST PROCEDURE

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Due to the nature of the work environment being mainly civil and construction activities with administration and other staff often required to access these sites and / or to regularly drive council vehicles, a 0.00% BAC limit in addition to the cut off levels specified within AS/NZS 4760:2019 and AS/NZS 4308:2008 for drugs has been established for all workplace participants.

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At the start of the test process the authorised tester will initiate a drug and alcohol testing and chain of custody form with all required details including, verification of the workplace participants identity, the serial number of the breathalyser unit being used, the relevant details of the drug test kit and any prescription or over the counter medication the workplace participant is taking. The workplace participant will read the test consent and declaration and then sign and date the form. The type of test, being either random, blanket etc. will also be recorded on the test and consent form.

### 10.1 BREATH ALCOHOL TESTING

Testing for alcohol will be conducted using a calibrated breathalyser in accordance with AS3547 Breath alcohol testing devices for personal use. Where a negative test result is obtained, the testing consent and chain of custody form will be completed by the tester including all test results, a copy of the form will be given to the workplace participant for their records and the workplace participant will return to duty.

If the workplace participant records a non-negative breath test result in excess of the 0.00% BAC limit, the authorised tester will record the result and time on the testing consent and chain of custody form and a confirmatory breath test will be performed approximately twenty (20) minutes after the initial test. During this period the workplace participant is to remain in the vicinity of the test location and must be supervised by the authorised tester or designee at all times. No food, drink or smoking is allowed during this time, nor may anything be introduced into the mouth (such as chewing gum etc.).

If the confirmatory test result is 0.00% BAC, the authorised tester will record the second test result and finalise the testing consent and chain of custody form and the workplace participant will return to duties. The confirmation test, if it exceeds 0.000% BAC, is considered a confirmed positive test result and represents a breach of the Policy.

- a. The workplace participant being tested may request a confirmatory blood test at the workplace participants own expense which would generally be carried out at the Bedourie or Birdsville Clinic.

The authorised tester will record the second test result and finalise the testing consent and chain of custody form. At all times, any workplace participant that returns a positive result to alcohol on the secondary confirmation test will be immediately stood down from duties and the CEO notified to determine appropriate action.

The workplace participant will not be allowed to return to work until a negative test is returned. Where necessary, council will provide appropriate transport arrangements for the workplace participant to be taken home.

### 10.2 INITIAL TESTING – ORAL FLUID

Initial screening test for the presence of drugs will be in accordance with AS/NZS 4760:2019 – Procedures for specimen collection, detection and quantitation of drugs in oral fluid. The workplace participant will follow directions of the authorised tester to provide an oral fluid specimen in accordance with the manufacturer's instructions. This specimen will be checked in the presence of the workplace participant to determine whether it is a valid specimen for drug testing, this is verified by the test device control lines being visible. If the test device fails any of these control indicators, the test device will be discarded and a new test device kit will be used to collect a second specimen.

Where a negative test result is obtained, the testing consent and chain of custody form will be completed by the tester, a copy of the form will be given to the workplace participant for their records and the workplace participant will return to duty.

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### 10.3 SECONDARY TESTING – URINE ANALYSIS

Where a non-negative result is recorded, the tester will initiate a secondary test in accordance with AS/NZS 4308:2008 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

This secondary test will be conducted immediately and the workplace participant is not to leave the testing area whilst the secondary test is being prepared. The initial test and consent form will be finalized by the tester and a specific QML Chain of Custody and Consent Form will be initiated by the authorised tester, the workplace participant will be required to read the test and consent statement and sign signifying agreement with the secondary test. The test will then be conducted in accordance with the urine test kit manufacturer's instructions ensuring the workplace participants confidentiality and privacy is maintained.

Confirmed Negative – In the event the secondary oral fluid test is deemed negative, the QML Chain of Custody Form will be finalised and the workplace participant will return to duties.

Confirmed Non-Negative – where the secondary confirmation test is “non-negative”, the sample will be prepared and tamper proof security seals will be used to secure the sample in accordance with QML pathology instructions and will be sent to the relevant QML Pathology for confirmatory testing. At this time the workplace participant will be stood down and the CEO immediately notified to determine appropriate actions. Where necessary, council will provide appropriate transport arrangements for the workplace participant to be taken home

### 10.4 NON-NEGATIVE RESULT, DECLARED PRESCRIPTION MEDICATION

Where a workplace participant declares the use of prescription or pharmacy medications prior to presenting for testing and tests non-negative for a substance known to be in that medication, the workplace participant may be considered fit for work and allowed to continue normal duties if the actual medication does not cause any impairment, risk of impairment, or place them outside the limits prescribed in the drug and alcohol policy. The workplace participants sample will be sent to the approved testing facility to confirm the presence of the declared medication. However, if the workplace participant is engaged in safety sensitive tasks, or is unable to be accommodated in duties that do not pose a risk to the workplace participant or other personnel, then they shall be suspended from duty pending laboratory confirmation of the test result.

Should a laboratory result contradict the prescription or pharmacy medication declared by the workplace participant, this will be treated as a confirmed positive drug test result. In addition, the matter will be referred to the CEO on the grounds of misconduct. The workplace participant shall be suspended from duties until the disciplinary process has been finalised.

### 10.5 OPTION TO CHALLENGE TEST RESULT

A workplace participant may, at their own expense, request an additional analysis of the sample provided by them at the time of testing by an approved laboratory that meets the Australian Standard. This request must be made in writing to the CEO and include a consent to release the stored specimen for analysis. NOTE: the workplace participant does not gain possession of their stored sample and all analytical results are reported through the alcohol and drug reporting pathways.

If this challenged test specimen returns a negative result, the costs incurred by the workplace participant for testing purposes will be reimbursed by Council, all leave credits and wages lost during suspension shall be reinstated and the workplace participant will recommence normal duties.

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### 11. TAMPERED SAMPLES

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If there is conclusive evidence that a workplace participant has tampered with a sample they will immediately be placed on suspension and required to show cause why their contract or employment should not be terminated. The workplace participant will remain on suspension until the discipline process is finalised.

### 12. REFUSAL TO TEST FOR ALCOHOL OR DRUGS

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In the event any workplace participant refuses to undertake a drug and / or alcohol test they will be immediately stood down and removed from the site with further disciplinary action as deemed necessary by Diamantina Shire Council CEO.

Where a contractor or visitor to site refuses a test, the contractor or visitor will immediately be removed from site and the contractor or visitors' company will be notified of the breach and the Diamantina Shire Council CEO will determine what action will be taken.

### 13. AIRPORT DRUGS AND ALCOHOL MANAGEMENT PROGRAM

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All workplace participants working in safety sensitive aviation activities (e.g. airside grass slashing, runway line painting, conducting runway inspections) must comply with the Civil Aviation Safety Regulations 1998.

The legislation allows Civil Aviation Safety Authority personnel and / or the Diamantina Shire Council approved testers to conduct random testing for alcohol and other drugs using breath for the presence of alcohol and oral fluid for the presence of drugs on any person performing safety sensitive aviation activities at certified aerodromes, non-negative drug tests will require confirmatory testing in accordance with Section 10.2 above.

The legislation also requires Council to have a Drugs and Alcohol Management Plan for Safety Sensitive Aviation Activities (DAMP). The DAMP allows for alcohol and other drug testing by Council based on suspicion or following an incident, return to work and pre-employment.

Where a workplace participant working in a safety sensitive aviation activity is found to be unfit for work due to alcohol and other drugs, Council's DAMP must be followed.

### 14. BREACH OF THE POLICY AND PROCEDURE

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The following situations will be deemed to be in breach of this Council policy and procedure with the resulting options for disciplinary action:

- a. A positive alcohol test or a non-negative drug test will be deemed to be a breach of this policy;
- b. Refusal to take a drug or alcohol test when directed will be deemed to be a breach of this policy;
- c. Possession of drugs or alcohol at work, subject to Section 7.1 and 9.2 will be deemed to be a breach of this policy;
- d. Diamantina Shire Council employees that are stood down as a result of a non-negative drug test result will remain on full pay until confirmatory testing is completed. The CEO will determine course of action including employees pay as part of the disciplinary process;

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- e. Diamantina Shire Council employees returning a Positive test to alcohol will be stood down with pay until a negative alcohol result is provided.

Any breach of this policy will be referred to the CEO or designee who will decide on the appropriate action to be taken which may include, but not be limited to, formal warning and / or termination of employment or contract. In all situations a risk management approach will be taken and will include the determination of the actual and or potential risk or harm, council may also refer to the Queensland Government rules on drink and drug driving as part of the determination process.

Agents or contractors (including temporary contractors) of Council who are found to have breached this Policy may have their contracts with Council terminated or not renewed. In circumstances where a workplace participant's behaviour or conduct may involve a breach of any Australian laws, (or any other laws (including foreign and international laws) to which Council is subject or which apply to the work performed by workplace participants for Council), Council may notify the police or other relevant authority.

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## 15. EMPLOYEE ASSISTANCE

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Where an employee feels that they may have a drug or alcohol, psychological, emotional or other problem whether or not it is affecting their work, Council will encourage them to seek assistance from human resources at an early stage before the issue becomes a performance management issue, this assistance will be without fear, prejudice or reprisal. Any discussion with human resources will remain confidential in accordance with Diamantina Shire Council Policies and Procedures. Where possible, council will endeavour to assist the employee to resolve the issue.

At the CEO's sole discretion, the employee may be allowed to take unpaid, annual or personal leave to participate in a treatment and rehabilitation programme. Before being authorised to return to work, the employee will be required to be examined by the council's nominated medical practitioner who will determine the employee's fitness to return to work.

The employee may also be required to complete a course of follow-up treatment and in the case of a drug or alcohol issue, will be required to return a negative drug and alcohol test and be entered into an accelerated testing programme designed to verify compliance with council's policy and procedures before being permitted to return to work. The employee's job security after returning to work will depend on the employee reaching an appropriate work performance standard.

Council will provide an employee with access to an employee assistance programme (EAP) through an appropriate EAP provider. This is a confidential service which is independent from council. The EAP offers services such as information, assessment, counselling or referral to help an employee resolve issues that may be affecting their work performance and / or their personal life.

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## 16. GRIEVANCE RESOLUTION

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Workplace participants have the right to lodge a grievance where they believe that inappropriate or unreasonable action has been initiated by Council in response to suspected alcohol and other drug use above the prescribed levels described in the Policy.

Where a workplace participant is found to have made a knowingly false or vindictive claim regarding the alleged behaviour of another workplace participant, management shall investigate the claimant's conduct and take appropriate action in accordance with Council's Disciplinary Procedure, Council's Workplace participant Code of Conduct and the Queensland Local Government Act 2009 and Queensland Local Government (Operations) Regulation 2010.

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### 17. REFERENCE AND SUPPORTING INFORMATION

#### 17.1 DEFINITIONS:

To assist in interpretation, the following definitions shall apply:

Word / Term	Definition
Blanket Testing	All workplace participants in a particular workgroup or workplace are tested:
Blood Alcohol Concentration (BAC)	Blood or breath alcohol concentration (BAC) is the amount of alcohol in your body and is measured by the concentration on alcohol in your breath or blood. It is measured in grams of alcohol per 100 milliliters of blood (g%). For example, a BAC of 0.05 means your body contains 50 milligrams of alcohol per 100 millilitres of blood.
Council	Diamantina Shire Council
Dangerous Drugs	Drugs that are prohibited by the Queensland Drugs Misuse Act 1986 and the Queensland Drugs Misuse Regulation 1987. Examples include, but are not limited to, amphetamines (ecstasy, speed), cannabis, cocaine and heroin.
Donor	For the purposes of this procedure a donor is the workplace participant being tested;
Drug	For the purpose of this procedure, medication, either prescribed or over the counter.
Employee Assistance Program	A confidential, professional counselling service.
Fit for Work	A state (physically, mentally and emotionally) to perform assigned tasks competently and in a manner which does not compromise or threaten the health, wellbeing and safety of themselves or other persons.
Impairment	A symptom of reduced quality, strength or effectiveness of a workplace participant due to the effects of alcohol and / or drug consumption whilst performing their usual duties.
High Risk Activity	Activities that could result in death or bodily harm including "high risk construction activity" (refer to the Queensland Work Health and Safety Regulation 2011). Activities may include working from heights, working in confined spaces, trenches, working on or adjacent to a road, using a hazardous substance etc.
Medication	Legal prescription and non-prescription drugs including legal herbal products.
Person Conducting a Business or Undertaking (PCBU)	Is as defined by the Work Health and Safety Act 2011, and includes a person or entity (e.g. partnership) that has responsibilities for management and/or control of a workplace.
NATA	National association of testing authorities.
Negative Alcohol Test Result	The result from the initial on-site test of a breath sample that indicates no presence of alcohol.
Negative Drug Test Result	The result from the on-site test of a sample that indicates no presence of a substance being tested for.

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Word / Term	Definition
Non Negative Drug Test Result	The result from the onsite test of a sample that indicates the possible presence of a substance being tested for.
Positive Drug Test Result	The result from a laboratory confirming the presence of a substance being tested for exceeding the limits specified in this policy.
Positive Alcohol Test Result	The result from a confirmatory breath alcohol test confirming the presence of alcohol at a specified concentration exceeding the limits specified in this policy.
Random Test	Objective drug and/or alcohol test of a Workplace participant or a workgroup in which each workplace participant (workgroup) has an equal chance of selection for testing. (ie. there is no targeting of workplace participants (workgroups) for testing).
Safety Sensitive Aviation Activities	Any actions taken by a person in an aerodrome testing area (including the person's presence in the area) other than as a passenger (e.g. airside grass slashing, runway line painting, conducting runway inspections).
Serious Incident	For the purpose of this Procedure, a Serious Incident is a Serious Injury or Illness, a Notifiable Incident, or a Dangerous Incident, or any other incident that did or could have resulted in injury or illness to a person.
Worker (Workplace Participant)	For the purpose of this Policy, "worker" is as defined by the Work Health and Safety Act 2011, and includes a person who carries out work in any capacity for a person conducting a business or undertaking (i.e. temporary or permanent employee, contractor, sub-contractor, employee of a labour hire company, outworker, trainee, apprentice, volunteer, work experience student, or a person of a prescribed class).
Workplace participant Unfit for Duty	A person who has their level of safety diminished due to a loss of their physical coordination, judgment or alertness which may be due to the effects of fatigue, alcohol and/or drugs.
Work Group	Two or more workplace participants who routinely function as a team.
Workplace	A place where work is carried out for a business or undertaking and includes any place where a workplace participant goes, or is likely to be, while at work (i.e. vehicle, vessel, aircraft or other mobile structure, and any waters and any installation on land, on the bed of any waters or floating on any waters).

### 17.2 RELATED POLICIES, LEGISLATION AND DOCUMENTS:

Links to supporting documentation
Heavy Vehicle National Law Regulation 2014 (Queensland)
Heavy Vehicle National Law Act 2012 (Queensland)
Anti-Discrimination Act 1991

## Fit for Work

Links to supporting documentation
Australian Human Rights Commission Act 1986 (Cwlth)
Industrial Relations Act 2019
Information Privacy Act 2009
Right to Information Act 2009
Transport Operations (Road use Management) Act 1995
Queensland Work Health and Safety Act 2011
Queensland Work Health and Safety Regulation 2011
Queensland Work Health and Safety Codes of Practice
Queensland Local Government Act 2009
Queensland Local Government Regulation 2012
Queensland Drugs Misuse Act 1986
Queensland Drugs Misuse Regulation 1987
Civil Aviation Safety Regulations (1998)
AS/NZS 4760 – Procedures for specimen collection, detection and quantitation of drugs in oral fluid;
AS3547 Breath alcohol testing devices for personal use;
DSC_FC_4.16.1_Fatigue Management
DSC_FC_4.16_Drug and Alcohol Testing
DSC_FM_3.6.2_Medication Declaration;
DSC_FM_4.16.1_Fatigue Identification Hazard Checklist
CORSaMS Safe Work Instruction # 5

### 17.3 VERSION CONTROL:

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## Fit for Work

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Previous Version Number	Adopted/Approved Date
1	Minute No. 2019.08.19-OM-22
2	Minute No. 2019.11.18-OM-14
3	Minute No. 2020.12.14-OM-10
4	Minute No. 2021.03.15-OM-12