

## **BI-CDA.09 Comprehensive fitness for work process includes fatigue, alcohol and other drugs**

### ***Expectation***

Site requirements that all employees, contractors and visitors are fit for duty (unimpaired) while in the workplace.

### ***Specify***

The site fitness for duty system, applied prior to and/or during work includes:

1. Training for everyone on site on general requirements for being fit for work (including lifestyle and health choices) and specific training for supervisors and others administering the system
2. Regular testing for alcohol and other drugs, prior to work and in the event of any incident or non-conformance occurring
3. Fatigue and readiness checks that characterise the amount and quality of sleep prior to work and guide task allocation choices for workers and supervisors
4. Regular wellness checks by supervisors and co-workers

### ***Implement***

1. Supervisors and workers are trained and assessed in required understanding of the fitness for work requirements on site
2. Everyone on site participates in tests for alcohol and other drugs (AOD), with for cause tests as required
3. Records are created and submitted for AOD testing and fatigue/wellness surveys

### ***Monitor***

1. Training records are kept in line with worker's training needs analyses (TNA's) and expiry dates trigger requirements for follow up training
2. Fitness for work reports are managed as required by the site information management systems and non-conformances are advised to senior site leaders for action
3. Audits of systems confirm that they are performing in line with requirements and trigger follow up opportunities for improvement for consideration by senior leaders as required