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	Valorem Engineering Group	Approval:	W.Heath

Purpose

The purpose of this document is to establish policy and guidelines for all personnel in relation to their Fitness for Work.

General

Valorem Engineering is committed to ensuring a safe and productive work environment for all employees, contractors, clients and vendors.

All employees have a duty of care to themselves and to others to ensure that they are fit for work for the duration of their work project. Valorem Engineering promotes an environment where all employees are encouraged to seek personal health information that will assist them to lead a healthier work and home life.

Valorem Engineering and its clients enforce stringent provisions to ensure all persons are fit for work prior to the commencement of work, and during work. All employees must not be influenced by alcohol or drugs when entering a workplace, operating machinery or supervising others.

Upon entering Valorem Engineering's employment, your induction informs you of the prohibition of being influenced by alcohol or drugs whilst in our employ. You also give consent to be tested at any time in the workplace, and abide by the instructions given by Valorem Engineering and/or the Client.

Alcohol and Other Drug Use

Legal and illegal drugs can be largely categorised as depressants, stimulants or hallucinogens. The ability for an employee to carry out their duties safely can be affected by even very small doses of many drugs.

Valorem Engineering require all employees to divulge the use of prescription drugs to the OS&H Officer to ensure that prohibitions for machinery or vehicle use are verified and complied with.

Alcohol and Other Drug Testing


Valorem Engineering reserves the right to test any employee for alcohol and other drugs during their employment. An employee may also be subjected to testing by the client.

An Employee who refuses a test is considered as returning a positive result and may have their contract of employment terminated.

Employees who attempt to falsify a test may have their contract of employment terminated.

In the event of returning a positive reading for alcohol or other drugs, an employee will be required to either proceed to a registered testing provider or a GP for further urine or blood testing. The employee will be stood down from work pending further testing. Persons delivering positive results are not permitted to work.

Testing will be carried out in accordance with AS/NZS 4308.2008 and the cut off levels will be compliant with the National Standard for drug testing.

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For site employees, compulsory breath testing will be carried out on all employees at the commencement of every shift whether it is as per client's instructions or Valorem Engineering's. The site Supervisor/OS&H Officer will be responsible for conducting these tests.

Employees exceeding 0.00 will be given one hour to achieve a zero reading. If they are unable to achieve this, they will be stood down without pay and required to leave site. They will be retested upon commencement of their next shift.

An employee repeatedly failing the breathalyser test will be counselled and faces the prospect of disciplinary action which could result in termination of employment.


Fatigue

Valorem Engineering will take all feasible steps in the assignment of employee's rosters/shifts to ensure the hours of work and workplace conditions do not create an unacceptable risk of fatigue.

However, employees that are feeling fatigued, due to illness, insufficient sleep or other reasons, are strongly encouraged to speak to their supervisor to ensure their health and safety, and the health and safety of other employees, is not affected.

Diet

Diet is an important factor in being fit for work. It is common knowledge that excessive intake of certain food groups and little exercise contributes to obesity and lethargy. Employees should consider how their diet will affect energy levels in certain environments.

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Personal Fitness

Prior to the commencement of any and all physically demanding work, employees should perform stretching exercises to ensure limbering is achieved preventing strains and sprains.

Personal fitness outside of work is also important and highly recommended to ensure that factors such as immobility, weight gain and over-exertion are minimised.

Dehydration

An employee's fitness for work can be seriously affected by not properly rehydrating in hot work climates and similar environments. Depending upon the conditions, low rehydration would be approx. 4-6 litres per day with hotter climates and excessive work demands requiring more. It is essential that employees working in remote or isolated locations have adequate water to rehydrate for the duration of their task.

The most effective rehydration fluid is water. Isotonic drinks, soft drinks, cordials and fruit juices do not rehydrate as effectively as water. To assist in combating dehydration, supplementary controls such as brimmed hats, long sleeved shirts, shade, rest regimes, and ventilation should be provided at the work site.

Symptoms/Signs of dehydration may include:

- Headache
- Dizziness
- Nausea/Vomiting
- Fainting
- Dark Urinary Discharge



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MANAGING DIRECTOR