OHS MANUAL

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ABSTRACT

This Occupational Health and Safety (OHS) Manual establishes the framework for implementing, maintaining, and continually improving the organisation's Health and Safety Management System in accordance with the requirements of ISO 45001: 2018.

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Disclaimer: *This document contains material to assist in addressing OHS obligations. Although every effort is made to ensure the accuracy of this information at the time of publication, it is provided as guidance only and does not provide legal advice.*

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REASONABLE SUSPICION

"Reasonable Suspicion" is suspicion drawn from observations concerning the appearance, behaviour, speech, or body odours of the individual or reliable information from another source.

1. Approaching a worker who may be under the influence:
   - Only (insert person's name or role) should approach a worker who may be under the influence. "Reasonable Suspicion" should be assessed before approaching any worker suspected of being under the influence.
   - Care should be taken when making a judgement in case the worker is ill or injured, taking prescribed medication or in some other form of distress, which may account for their behaviour.
   - When approaching an apparently intoxicated worker, it can be more effective and less confronting to talk in terms of their approach to safety and general work performance rather than their alcohol or drug use.
2. As far as is reasonably practicable, discuss the matter with the worker in a private location away from other people.
3. It will then be explained to the worker that they have been approached for a potential breach of the Drug and Alcohol Policy.
4. It will be made clear that there is Reasonable Suspicion that the worker may be impaired by drugs or alcohol.
5. The worker will be allowed to explain the observed behaviour.
6. After speaking with the worker, if Reasonable Suspicion is no longer held and no further action is required, the worker can return to duty.
7. It will be clearly explained to the worker that refusal to submit to Reasonable Suspicion testing is a violation of this Procedure, which can lead to discipline, up to, including, termination of employment.
8. Where Reasonable Suspicion is confirmed, the worker will be advised that they are to leave the workplace.
9. Suitable arrangements must be made to get the worker to their accommodation safely.
10. If drug or alcohol testing is not carried out:
    - The worker will be informed that they are to return to work unimpaired by drugs or alcohol on his/her next scheduled work period.
    - The worker must report to (insert person's name) upon return to work before returning to their work duties.
    - A meeting will be arranged upon the worker's return to the workplace between the worker and (insert person's name) to discuss any monitoring and management of the worker, or disciplinary action, as per the applicable HR policy and procedure.
11. Drug or alcohol testing:
    - Workers who are suspected of being under the influence of illicit drugs or alcohol while at work and deny this will be provided with the opportunity to undergo suitable testing by a medical professional. This testing will include blood and urine tests.
    - Testing must be carried out following the *AS4308:2008 "Procedures for Specimen Collection and the detection and quantisation of drugs of abuse in urine".*
12. All health and medical information will be treated as strictly confidential.

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DISCIPLINARY ACTION

Workers whose behaviour has placed their safety and others at risk will be subject to disciplinary procedures per the relevant award or employment agreement.

This process will involve an interview between the manager, worker and union representative (if applicable) or HSR (if applicable). A discussion of the unacceptable behaviour offers counselling assistance and verbal warning initially followed by written warning if the behaviour continues.

A further instance of concern within a two (2) year period will result in a final warning and potential employment termination.

If drug and alcohol testing has been conducted on an individual worker and a 1st positive test result returned, repeated positive test results will accumulate for two (2) years from the date of the first positive test. Three (3) positive test results in two (2) years of the first positive will lead to a review of the worker's employment status, including termination of employment.

SUPPORT SERVICES

Workers who believe that they may have a problem with illicit drug or alcohol consumption should approach (insert person's name) who, after consultation, may arrange suitable leave or alternate duties. Counselling services may also be offered to workers undergoing disciplinary action for being under the influence of illicit drugs or alcohol while at work.

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7.2.7 Fatigue Management

POLICY

Fatigue has a negative effect on the work/life balance of people. It can lead to loss of health, serious harm, fatalities. {company_name} acknowledges that hours of work affect the individual at work and home.

Fatigue can be defined as feeling tired, drained, or exhausted. Fatigue influences an individual's physical and mental, emotional state. When feeling fatigued, alertness is reduced, leading to poor judgments, slower reactions to events, decreased motor skills. Fatigue can also lead to long-term health problems in some individuals.

We will:

- develop and implement a documented *Fatigue Management Plan* in the following situations:
  - overnight work,
  - potential for extended shift work,
  - drive-in – drive-out work,
  - on-call workers,
  - worker shifts that could exceed 48 hours in a consecutive 5-day period (including unplanned, on-call or emergency work),
  - workers do not have a minimum of 2 days in a row without working in any seven days,
  - where fatigue has been identified as a potential health and safety risk,
- develop a *fatigue management plan* in consultation with relevant persons and include the following:
  - allocation of responsible persons,
  - allocation of resources (including financial and personnel) to implement FMP,
  - identification of risk factors for fatigue,

- mental/physical demands of work,
- work schedules and planning,
- commute times,
- work/home life balance/constraints,
- existing health conditions that may contribute to fatigue:
    - assessment of risk,
    - development and implementation of suitable controls,
    - training for all relevant persons with importance in the use of controls,
    - review of exposure standards and PPE requirements for extended work times,
    - review and audit of controls,
- The plan's adequacy will be reviewed every six months or if an incident or near miss occurs. The plan will then be monitored and reviewed accordingly.

RESPONSIBILITIES

Top Management is responsible for:

- ensuring the health and safety of workers and visitors to the workplace regarding fatigue,
- having a *Fatigue Management Plan* in place,
- consulting with workers and any other persons who may be exposed to fatigue-related risks,
- identifying and assessing hazards arising from worker fatigue,
- eliminating or control fatigue-related risks,
- providing information and instruction on managing fatigue risks,
- providing supervision of work practices to reduce worker fatigue.

Supervisors:

- support management in identifying fatigue risk factors within their area of responsibility,
- implement controls to manage risks,
- look for and monitor fatigue levels of workers,
- monitor the risk of injury because of workers' levels of fatigue.

Workers are responsible for:

- complying with our policies and procedures relating to fatigue,
- consulting with relevant managers and supervisors about fatigue management,
- understand sleep, rest and recovery needs and obtain adequate rest and sleep before presenting at work,
- assess their fitness for work before commencing work,
- report any hazards and risks relating to fatigue,
- participate in fatigue risk management activities,
- ensure that their behaviour does not create or increase fatigue risks,
- monitor level of alertness and concentration while at work,
- assess fatigue levels after work and make suitable decisions regarding travel and accommodation options (e.g., avoiding driving if tired).

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Reference	Title
Document #:	Fatigue Management Plan

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