

Fitness for Duty Policy

Policy No:	HR-013
Adopted By:	Chief Executive Officer
Date Adopted:	14 January 2025
Review Date:	January 2028
Version No:	2
Responsible Officer:	HR Manager

Purpose

Murweh Shire Council (MSC) endeavours to establish and maintain a safe and fair work environment for all workplace participants.

Collecting medical information about workplace participants has three purposes:

- To assess the workplace participant's ability to perform the inherent (essential) requirements of the position;
- To be alert to the possible dangers or risks to a workplace participant's health arising from the performance of particular work; and
- To ensure the health, safety and welfare in the workplace.

Fitness for duty encompasses all physical, psychological and social factors of employment. Measuring fitness for duty can be task specific or based on the general adequacy of the day-to-day match between an individual and his/her work demands.

Commencement of Policy

This Policy will commence on adoption by Chief Executive Officer (CEO). It replaces all other Fitness for Duty policies (whether written or not).

Application

Information about a workplace participant's health will be managed in a confidential and secure manner. The information will be used only for the purposes intended and limited to those who need to know the information for the purposes of decision making.

Policy

Information about a workplace participant's health will be managed in a confidential and secure manner. The information will be used only for the purposes intended and limited to those who need to know the information for the purposes of decision making.

- Murweh Shire Council will meet its duty of care obligations surrounding employees fitness for work by implementing this policy and ensuring the requirements are met.
- Murweh Shire Council will provide education to ensure that all employees are aware of this policy.
- Provide effective, fair and constructive processes for dealing with people who are unfit for work.
- Ensure employees are fit for work by means of medical assessments as required.
- Providing appropriate assistance and support to overcome problems that could impair fitness for work.
- If an employee is aware of any medical condition or medication that may affect their work, they are responsible for notifying the council.

Audit and Review

This policy shall be reviewed every **three years** or as required due to changes to in legislation.

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Definitions

Fit for work – Shall mean that an individual is in a state (physical, mental and emotional) which enables them to perform assigned tasks competently and in a manner which does not compromise or threaten the safety or health of themselves or others.

"**Public Sector Ethics**" means the ethics principles as defined in the *Public Sector Ethics Act 1994*.

References

- *Code of Conduct*
- *Local Government Act 2009*
- *Work Health and Safety Act 2011*

Version Control

Version No.	Date	Approved	Amendment
1.0	dd/mm/yyyy		

Approval

Chief Executive Officer			
Date:	14/01/2025	Signature:	