Policy Rationale
- This policy prescribes CCAE’s intention to ensure a safe work place and safe work practices by ensuring all employees are in a fit condition to perform work without compromising their own safety, that of fellow employees or members of the public.
- There is a legal obligation on the CCAE to exercise a Duty of Care to all employees and members of the public.

Definitions
1.1. Fit Condition. A personal state of an employee at work where the employee is able to exercise the physical and intellectual abilities to perform work at the required level of concentration, precision and skill with appropriate behaviour. An employee may not be fit due to illness, tiredness, emotional upset or the effects of prescribed and un-prescribed medication or drugs, including alcohol.
1.2. Suspension. A decision by CCAE to prevent an employee from performing their normal work duties. Suspension of duty may or may not entitle the worker to pay for the period of suspension.
1.3. Investigation. A process of obtaining all relevant facts in a timely manner concerning an incident including those presented by the employee. External advice and appropriate expertise may also be obtained.
1.4. Counselling. The process of establishing objectives with an employee and developing an agreement that attempts to ensure the continuation of the employment relationship to the satisfaction of all parties.

Procedure – Management Responsibility
- Coordinators/Mentors as part of their supervision function will determine the functional ability of each employee in their jurisdiction at the commencement of and through-out a shift.
- Coordinators are empowered to suspend work or amend an employees work schedule if, in their judgement, the worker is not in a fit condition to perform work to the required standard or to perform work safely or with the appropriate behaviour.
- Following any suspension or change to work duties CCAE will investigate the facts of the matter including the workers reasons as to why they were unfit for work according to the HR Employment: Staff Discipline policy and procedure.
- However, if serious wilful misconduct had occurred which resulted in the continuation of the employment contract being untenable, termination of the employment by summary dismissal may be necessary.
- As part of this policy alcohol or drugs will not be permitted to be brought onto or consumed on CCAE’s premises without the prior permission of the CCAE manager. Failure to comply with this section will likely result in summary dismissal.
- Any employee found to be trafficking or attempting to traffic drugs to any person while on CCAE premises or while engaged in CCAE employment (whether those drugs are present on the premises or to be provided to the other person off the premises) will be summarily dismissed.

Procedure – Responsibilities
Co-ordinators.
- Ensure all employees are aware of and understand this policy.
- As part of their daily function assess each employee for alertness and physical wellbeing to perform functions safely.
- If an employee appears in a condition which may render them unfit for their scheduled work the supervisor will assess that ability through testing or monitoring and direct the employee to either cease work or arrange a task which is within their capacity to manage safely.
- The first priority is to care for the employee. Move them to a safe area and arrange medical or other assistance if required.
- If the employee is intoxicated arrange transport to their home and do not attempt to investigate their state until they are no longer under the influence.
- Notify senior management of the incident as soon as the workers safety is assured.
- Where a specific work agreement has resulted as a result of this policy ensure that agreement is implemented by all parties.

Manager
- Will act as an adviser to the Supervisor in the implementation and application of this policy.
- Will develop and maintain information and resources available to staff for referral to qualified assistance.
- Will publish and promote this policy and ensure that principals of procedural fairness are followed in every investigation.
- Will attend as a representative of CCAE any counselling session with any employee if the worker is represented.

Evaluation
This policy will be reviewed bi-annually.