

EMPLOYEE HEALTH PROCEDURE



OVERVIEW:

The following WHSE Procedure will assist in providing a framework for:

- Dealing with people in the workplace who are affected by alcohol and / or other drugs.
- Managing employee health.
- Managing smoking within the workplace.
- Managing the health effects of noise at a prescribed workplace or work area.
- Managing health hazards.

INFORMATION:

This procedure has been developed with reference to the Work Health and Safety Act 2020 (WHS Act 2020), the Work Health and Safety (General) Regulations 2022 (WHS Regs 2022), and the WorkSafe WA Guidance Note 'Alcohol and other drugs at the workplace'.

Alcohol and other drugs may be a factor that affects a person's ability to work safely. The use of alcohol and other drugs becomes an occupational safety and health issue if a person's ability to exercise judgment, coordination, motor control, concentration and alertness is affected at the workplace, leading to an increased risk of injury or illness.

Under the Workers Compensation and Injury Management Act 2023 employees, including subcontractors, who's proper functioning is impaired from the use of alcohol or other drugs at work, are prevented from claiming workers' compensation for any injuries sustained that are attributable to the employee being under the influence of the alcohol or other drug.

Employers have a duty of care under the WHS Act 2020 to ensure a safe and healthy workplace for employees, contractors, and subcontractors. This duty extends to ensuring that employees are fit for work and not under the influence of alcohol or other drugs while at work.

RESPONSIBLE PERSON	ACTION	METHODOLOGY AND SUPPORT
All Employees	Fitness For Work	Employees, who are unfit for work, risk causing serious and permanent injury to themselves or others. In the workplace you would be deemed unfit for work if you are: • Under the influence of alcohol or illicit drugs. • Fatigued. • Under the influence of a prescription drug that affects your work performance. It is the responsibility of all employees to report for duty fit for work.
All Employees	Alcohol And Illicit Drugs <i>Supporting Forms:</i> • Drug and Alcohol Management Procedure (90.02.16)	The use of, possession of, or dealing in illegal drugs at the workplace by employees, is prohibited and is considered by the company to be wilful misconduct. Employees engaging in activities considered to be wilful misconduct will be subject to disciplinary action which may include termination of employment and in the case of subcontractors, termination of the service contract. Where Perkins Builders has reasonable grounds to believe that employees may be engaging in activities at the workplace related to drugs that may constitute a criminal offence including possession of drugs or dealing in drugs, the company will refer the matter to the Police for investigation.

RESPONSIBLE PERSON	ACTION	METHODOLOGY AND SUPPORT
	Alcohol And Illicit Drugs Continued	Alcohol may be used by employees, at the workplace only at a designated company function authorised by management or at other times with specific management approval. Where reasonable suspicion exists that an employee is under the influence of alcohol or other drugs and is unfit for work, the employee will be stood down from work immediately and disciplinary action may result. Perkins Drug and Alcohol Management (DAMP) will be conducted in accordance with the Drug and Alcohol Management Procedure (90.02.16).
All Employees	Prescription Medication	Employees are not prohibited from using legal drugs at the workplace providing that the drugs have been legally purchased over the counter or obtained by prescription issued by a medical practitioner; and the use of the legal drug is in accordance with the prescription and or drug use instructions and or directions. All over the counter or prescribed legal drugs shall be accompanied by a letter from the treating medical professional advising on the individual's ability to conduct work or any restrictions associated with use of the legal drug. If an employee is aware or has reason to believe that the use of a legal drug may impair their ability to perform their job in a safe and healthy manner; these facts are to be reported and discussed with a manager.
Employees First Aiders	Pre-Existing Medical Conditions	It is the responsibility of all employees to report to a Perkins Builders manager the nature of any pre-existing medical condition which may affect an employee's safety and health at work, or which may require specific first aid or medical treatment in the event of an emergency medical situation ie. epilepsy or a heart condition.
All Employees	Smoking, Vaping, and E-cigarettes	An employee is entitled to the breaks as determined by their contract of employment. Therefore, an employee who chooses to smoke, should ensure that they only take breaks at this time. If an employee takes additional breaks in addition to their contractual rest break, this can amount to misconduct and is subject to disciplinary action. Smoking, Vaping, and E-cigarettes are prohibited in the following areas: • In any area signposted as a no smoking area. • All buildings and other enclosed structures. • Lunchrooms and toilets, or in the vicinity of entrances to buildings.

RESPONSIBLE PERSON	ACTION	METHODOLOGY AND SUPPORT
HSE Team Group Corporate Services Manager Site Manager All Employees	Smoking, Vaping, and E-cigarettes Continued	• Areas external to buildings where hazardous substances are present. • In company vehicles or machinery. Smoking, Vaping, and E-cigarettes will only take place onsite at the allocated "designated smoking area" which will be discussed at the Site Specific Induction.
	Occupational Health Surveillance and Exposure Monitoring <i>Supporting Forms:</i> • Project Hazard Register (Form 920)	In accordance with legislative requirements, the Site Manager in consultation with the HSE Team will initiate health surveillance or monitoring of personnel whenever potential adverse health effects are identified in association with or as having potential to cause health risks. Health monitoring shall include all industrial health risks which have been identified, including but not limited to: • Biological; • Chemical; • Physical; and • Atmospheric contaminants. Health hazards that potentially cause worker exposure within their scope of work and work environment (i.e. noise, asbestos, vibration, thermal stress, hazardous chemicals, airborne disease or contaminants, skin irritants, respiratory impacts, MSIs, etc.). Perkins shall obtain a hazardous substances (i.e. Asbestos Register) register from the Client / premise owner prior to commencing works. The Project Hazard Register (Form 920) shall be developed inclusive of the relevant hazardous substance/material hazards and subsequent health hazard monitoring requirements and controls. The HSE Team shall conduct an initial risk assessment to identify hazards and subsequent monitoring and controls and where necessary, shall engage a suitably qualified consultant to conduct relevant assessment/s and monitoring. Where it has been identified that exposure has occurred that may require further health surveillance or exposure monitoring to assess the level of contamination, the Site Manager will ensure that personnel shall receive all necessary medical attention with strict confidentiality as required by legislation. Where personal exposure to health hazards is identified, Perkins shall engage a suitably trained consultant to measure and evaluate the projects hazard exposure.

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RESPONSIBLE PERSON	ACTION	METHODOLOGY AND SUPPORT
Group Corporate Services Manager All Employees	Occupational Health Surveillance and Exposure Monitoring Continued	The results of all occupational health monitoring will be provided to individuals who have participated in a timely manner. Health surveillance and or monitoring shall be conducted with the identified health hazards and in accordance with relevant legislation, codes or practice and Australian Standards. The results of all occupational health monitoring will be communicated to individuals who have participated within a timely manner and confidentiality shall be maintained at all times. All records of occupational health monitoring will be maintained confidentially for a period no less than 30 years.
	Audiometric Testing	Audiometric tests will be provided for employees working in areas which are deemed prescribed workplaces under the Workers Compensation and Injury Management Act 2023. A prescribed workplace is: • For peak noise level, 140 dB(lin); or • For noise exposure of 90 dB(A) or above over an eight-hour period. Employees working within a prescribed workplace will have a hearing baseline audiometric test. An audiometric test will be repeated upon an employee reaching 65 years of age.
	Employee Assistance Program (EAP)	Perkins may provide EAP for employees on approval from the Managing Director. Confidentiality of these services is guaranteed. The Group Corporate Services Manager upon referring the details to the EAP counsellor may provide a general background on the circumstances leading to the referral.

References:

Work Health and Safety Act 2020
Work Health and Safety (General) Regulations 2022
Workers Compensation and Injury Management Act 2023