



Fitness for Work Policy

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Purpose

To ensure that ManpowerGroup Workers and On-hired Workers are capable of undertaking the assigned work, and that health and safety is not compromised by fatigue, the consumption of alcohol or drugs or an individual's physical and psychological functional capacity.

Scope

This policy applies to ManpowerGroup Workers and On-hired Workers.

Policy

ManpowerGroup has legal and moral obligations to provide a safe workplace and work environment. The use of alcohol and drugs in the workplace or attending work while affected by drugs, alcohol, fatigue or a reduced functional capacity may be dangerous and poses an unacceptable risk to the people who work for ManpowerGroup or its clients.

Workers and On-hired Workers:

- may be required to participate in physical and/or psychological functional capacity testing as part of their on-boarding process and/or following an incident where physical or psychological capacity of the affected individual may be compromised
- will ensure they are having adequate sleep / rest and are taking adequate breaks during the working day as described by the Fatigue Management Standard
- will disclose to their manager or consultant any prescribed medications or reduced functional capacity that may have an adverse effect when driving, operating machinery or the ability to undertake work tasks safely
- are not to attend any ManpowerGroup or client's workplace under the influence of alcohol, drugs or fatigue or have a reduced functional capacity which is not work related.
- will also comply with the requirements of a client's alcohol and drugs policy and fitness for work program, if applicable.

ManpowerGroup reserves the right to introduce drug and alcohol testing as detailed in Drugs and Alcohol Management Standard.

ManpowerGroup in consultation with relevant Workers and On-hired Workers reserves the right to alter work schedules or introduce mitigation strategies in order to reduce or control the risk of fatigue in the workplace.

Any breach of this policy or aligned Standards may be viewed as serious misconduct and may result in disciplinary action up to and including immediate dismissal.

This policy will be regularly and clearly communicated and applied consistently to all ManpowerGroup Workers and On-hired Workers, client personnel and visitors to ManpowerGroup controlled sites.

Responsibilities

Company Directors: Are responsible for ensuring the implementation of the Fitness for Work Policy and its associated standards and the provision of appropriate resources to meet health and safety objectives and targets.

General Managers: Are responsible for leading and monitoring the implementation and maintenance of the Fitness for Work Policy and its associated standards.

Managers: Are responsible for ensuring that staff are aware of and comply with the requirements of the Fitness for Work Policy and its associated standards in their area of responsibility.

Staff, Associates, Contractors & Visitors: Are responsible for carrying out their duties safely and to refrain from any conduct, involving alcohol or drugs, which could adversely affect their performance and/or put at risk the health and safety of themselves or others in the workplace.

Health and safety professionals: Are responsible for providing advice on the Fitness for Work Policy and its associated standards and for coaching and training people performing ManpowerGroup work in their correct application.

Related Documents

Drugs and Alcohol Management Standard STD5827

Fatigue Management Standard STD5828

Functional Capacity Assessment Standard STD5829