Management Procedure

Health, Wellbeing and Fitness for Work

Document number: PRO-01577

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Rev no.	Description	Process Owner			Approved for issue			
		Position	Name	Signature	Position	Name	Date	Signature
2	APPROVED	Manager, WHS	Rodney Drake	See TRIM Ref: D17/84200	GM, SPS	Nikki Poteri-Collie	26/06/17	See TRIM Ref: D17/84200

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1.   Purpose

Seqwater is committed to the health and safety of all people at the workplace. The purpose of this procedure is to provide a systematic process for the management of health, wellbeing and fitness for work at Seqwater. It provides an overarching framework for health, wellbeing and fitness for work procedures that provide guidance on specific topics.

This procedure supports the requirements outlined in Element 12 – Health, wellbeing and fitness for work of Seqwater's Work Health and Safety Management System Framework (MAN-00211).

This procedure adopts and is consistent with the requirements of:

- *AS/NZS 4801 Occupational Health and Safety Management Systems - Specification with guidance for use*
- *Health Monitoring for Exposure to Hazardous Chemicals – Guide for workers*
- *Work Health and Safety Act 2011* (Qld)
- *Work Health and Safety Regulation 2011* (Qld)

2.   Scope

This procedure applies to all Seqwater workers, business groups and work activities, however the Health and Wellbeing Program applies to Seqwater employees only.

3.   Roles and responsibilities

Role	Responsibilities
Managers	• Seek advice from the Injury Management and Health Program Coordinator if they are concerned that a worker may not be fit for work.
	• Ensure workers comply with mandatory requirements of the Health Monitoring and Immunisation Program and the Fit4Work Program.
	• Ensure workers attend mandatory health appointments as required.
	• Assist the Injury Management and Health Program Coordinator in coordinating onsite bookings.
	• Provide workers with information about the Health Monitoring ad Immunisation Program and Fit4Work Program and in particular any applicable mandatory aspects of these programs.
	• Promote and support health, wellbeing and fitness for work initiatives.
	• Provide workers with appropriate time to attend and participate in health, wellbeing and fitness for work initiatives and appointments.

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Role	Responsibilities
Injury Management and Health Program Coordinator	• Coordinate the Health Monitoring and Immunisations Program.
	• Coordinate the Fit4Work Program.
	• Provide, implement and manage a process for the identification and delivery of health monitoring, immunisations and fitness for work requirements.
	• Coordinate the Health and Wellbeing Program.
	• Facilitate an annual health needs assessment by a corporate health provider accredited by the Health and Productivity Institute of Australia.
	• Identify and facilitate initiatives that will be delivered under the Health and Wellbeing Program, ensuring all initiatives address one or more risk factor identified in the health needs assessment.
	• Ensure all health, wellbeing and fitness for work initiatives are evidence-based and compliant with legislative and other requirements.
	• Ensure all workers are aware of how Seqwater will manage any personal information obtained through their participation in a health, wellbeing and fitness for work initiative.
	• Maintain the confidentiality of all documents obtained through a health, wellbeing and fitness for work program, ensuring appropriate security is placed on the files to limit access.
WHS Team	• Promote and support health, wellbeing and fitness for work initiatives.
	• Report trends and analysis of health, safety and wellbeing initiatives in accordance with the WHS Reporting Procedure (PRO-01605).
	• Ensure reports do not include information on non-work related illness or injuries, or information that identifies individual workers.
People & Culture Team	• Coordination of pre-employment medical assessments, ensuring they are conducted for candidates if required prior to confirmation of employment.
Workers	• Ensure they are fit for work with no impairment or other factors that compromise their own safety, or the safety of others.
	• Notify their manager or the Injury Management and Health Program Coordinator if they are concerned that they may not be fit for work.
	• Participate in health, wellbeing and fit for work activities where required or agreed.
	• Comply with health monitoring and fit for work requirements.

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4. Procedure

A key aspect of the work, health and safety of workers is ensuring that they are fit for work. This means they are in a state (physical, mental and emotional) enabling them to perform assigned tasks safely, competently and in a manner that does not threaten or compromise the safety or health of themselves or others.

To meet this requirement Seqwater has a range of activities to monitor, assess, ensure or improve the ongoing fitness for work. These include:

- identifying any medical requirements to undertake identified activities within Seqwater
- monitoring the physical and mental health of workers to ensure they are not being adversely affected by the work environment
- implementing strategies to ensure the prevention of any adverse emotional impacts to workers as a result of undertaking their duties
- ensuring workers are not being placed at risk of injury due to the impact of drugs and alcohol
- taking a holistic approach to fitness for work when considering Seqwater employee needs. This involves identifying and implementing strategies to address any adverse employee health trends, or opportunities for improvement of employee wellbeing.

The programs provided by Seqwater to address the above needs are:

- Health Monitoring and Immunisation Program
- Fit4Work Program
- Health and Wellbeing Program.

Requirements for initiatives undertaken as part of each of the above programs will be identified through a risk assessment process in accordance with the Enterprise Risk Management Framework (PLN-00294) or the WHS Hazard Identification and Risk Management Procedure (PRO-00657).

4.1 Health Monitoring and Immunisation Program

To assess the exposure of workers to any physical, biological or chemical hazards that may impact on health and wellbeing, Seqwater has a program of health monitoring. In addition, Seqwater has an immunisation program for workers identified as being at risk of exposure to a disease as part of their duties which is preventable via immunisation.

The requirements for health monitoring and immunisations will be identified through a risk assessment process as detailed in the WHS Hazard Identification and Risk Management Procedure (PRO-00657). When undertaking this process consideration must be given to:

- the hazards a worker may be exposed to while undertaking their duties, including:
    - chemical hazards such as fluoride
    - biological hazards such as Hepatitis A
    - physical hazards such as noise or sun exposure

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- the duration or level of exposure to these hazards
- whether a role has any inherent duties that have specific medical requirements to safely undertake the duties e.g. confined space entry. Inherent requirements of a role will be identified through a job demands analysis
- whether controls can be implemented that will eliminate exposure to these hazards, or reduce the duration or level of exposure
- current legislative or best practice requirements in relation to the hazard
- any specific health monitoring or immunisation requirements detailed in specific WHS Operational Control Procedures.

The Health Monitoring and Immunisations Procedure (PRO-00020) provides further information and guidance on the application of Seqwater's Health Monitoring and Immunisation Program.

The Health Monitoring and Immunisations Program is coordinated by the Injury Management and Health Program Coordinator.

4.2 Fit4Work Program

To ensure the effective management of WHS in Seqwater workplaces, there is a requirement to ensure workers are not impaired from safely performing their duties. The Fit4Work Program has been established by Seqwater to ensure there is a systematic process for identifying potential risk factors that may cause the impairment of a worker, then establishing strategies to address these risks.

The Fit4Work Program will be established utilising a risk management approach. The following must be considered when establishing the Fit4Work Program:

- Factors that may impair a worker, including:
  - job demands that may impact on a workers fatigue or emotional wellbeing
  - non-work related factors, such as the use of alcohol, drugs, medications or other personal factors
- Inherent requirements of the job, and the impact any impairment may have on the ability to safely undertake these requirements.
- Proactive strategies that may be implemented to prevent the impairment occurring.
- Reactive strategies utilised when a risk to the safety of workers is identified.
- How the effectiveness of the strategies will be monitored and evaluated.

The following elements are included in Seqwater's Fit4Work Program and must be managed in accordance with the corresponding procedures:

- Managing Alcohol and Other Drugs (PRO-01105)
- Stress Management (PRO-00700)
- Fatigue Management (PRO-00696).

The Fit4Work Program is coordinated by the Injury Management and Health Program Coordinator.

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4.3   Health and Wellbeing Program

Seqwater's Health and Wellbeing Program is aimed at developing initiatives to improve or maintain the overall physical and psychological health and wellbeing of employees. This will help ensure employees are fit for work, while supporting Seqwater's employee availability strategies.

The Health and Wellbeing Program is coordinated by the Injury Management and Health Program Coordinator. Individual business groups may also develop and implement initiatives in consultation with the Injury Management and Health Program Coordinator.

All initiatives delivered within the Health and Wellbeing Program will be determined based on a risk assessment process, which includes the following:

- Identification of the health and wellbeing risk factors impacting Seqwater employees. This may be determined by undertaking a Health Needs Assessment.
- Identification of any environmental risk factors that may impact on the health and wellbeing of Seqwater employees.
- Assessments of the level of risk, including how many Seqwater employees are at risk.
- Identification and implementation of evidence-based initiatives that are available to address the risk.
- Consideration of how the effectiveness of the initiatives will be monitored and evaluated.

The Health and Wellbeing Program only applies to employees of Seqwater, unless otherwise approved by the Manager, WHS.

4.3.1   Health needs assessment

The Injury Management and Health Program Coordinator will facilitate a health needs assessment of Seqwater employees annually. This assessment is used to:

- provide employees with information to help them improve or manage their own personal health and wellbeing
- provide Seqwater with organisation-wide information on the health and wellbeing risk factors impacting Seqwater employees
- support an evaluation of the effectiveness of the Health and Wellbeing Program.

The health needs assessment may be administered by a corporate health provider accredited by the Health and Productivity Institute of Australia and will include a medical assessment by an appropriately qualified health practitioner.

Alternatively, or in addition, the Injury Management and Health Program Coordinator may also administer a survey. The survey used must be an evidence-based tool that has been appropriately validated.

The assessment will focus on an individual employee's current health status and risk factors, along with an assessment of knowledge, attitudes and behaviours relating to health and wellbeing. Information collected will be used to assess individual and lifestyle needs including:

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- demographics including health risk factors
- health related lifestyle behaviours
- readiness to change
- health and wellbeing topics of interest
- ideas for regular health and wellbeing activities
- suggestions for workplace changes that could support healthier behaviours
- level of interest in participating in activities.

It is voluntary for employees to participate in the assessment. Any employees who choose to participate will be requested to provide written consent prior to the collection of health or personal information.

The corporate health provider must provide all individual results directly to the employee. Individually identified results must not be provided to, collected or stored by Seqwater, however results will be collated and provided in a report for communication to the business. Reports must ensure individual workers are unable to be identified.

4.3.2 Principles for selecting initiatives

The following principles must be considered when selecting initiatives that will be provided under the Health and Wellbeing Program:

- **Risk**: does this initiative address an identified health risk factor?
- **Resources**: is there available time, money, staff resources or expertise to implement the initiative?
- **Integration**: does the initiative align with the businesses priorities?
- **Exposure**: does the initiative affect a large number of staff or a handful in a specific area?
- **Controls**: is it possible to address the health risk factor effectively and is the proposed initiative evidence-based?
- **Benefits**: does addressing the health risk factor provide a benefit to staff and/or Seqwater?

5. Training

Training will be provided in accordance with the Training and Competency Management Procedure (PRO-01574).

WHS training requirements will be recorded for identified roles in the WHS Training Needs Analysis.

Refer to individual health, wellbeing and fitness for work procedures for details of training requirements associated with specific topics.

6. Monitoring and audit

The application of this procedure may be audited in accordance with the WHS Internal Audit Schedule and the Integrated Management System Internal Audit

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Procedure (PRO-00002), however no personal information will be provided to auditors without appropriate authority.

Refer to individual health, wellbeing and fitness for work procedures for further details of auditing requirements associated with specific topics.

7. Record keeping

All records are to be retained, archived and disposed of in accordance with the *Queensland State Archives General Retention and Disposal Schedule for Administrative Records*.

Any personal information collected by Seqwater as part of any of the health, wellbeing and fitness for work programs will not be accessible by any Seqwater workers other than the Injury Management and Health Program Coordinator and Manager, WHS.

Records will be stored in TRIM, with security applied to the files limiting access of the information to the Injury Management and Health Program Coordinator, Manager, WHS and TRIM administrators only.

Any workers that participate in a health, wellbeing and fitness for work program will be advised of the following in relation to their personal information:

- What information will be collected?
- How the information will be used?
- How the information will be stored?
- Who will have access to this information?

Refer to individual health, wellbeing and fitness for work procedures for further details of record keeping requirements associated with specific topics.

8. References

8.1 Legislation and other requirements

Description	Status	Location
Australian Immunisation Handbook 10th Edition	Active	http://www.health.gov.au/internet/immunise/publishing.nsf/Content/Handbook10-home
Health Monitoring for Exposure to Hazardous Chemicals – Guide for workers	Active	http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/755/Guide-Workers-Health-Monitoring-Exposure-Hazardous-Chemicals.pdf
Queensland State Archives General Retention and Disposal Schedule for Administrative Records	Active	www.archives.qld.gov.au/Recordkeeping/RetentionDisposal/Pages/GRDS.aspx
Work Health and Safety Act 2011 (Qld)	Active	www.legislation.qld.gov.au

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Description	Status	Location
Work Health and Safety Regulation 2011 (Qld)	Active	www.legislation.qld.gov.au

8.2   Supporting procedures

Description	Status	Location
PLN-00294 Enterprise Risk Management Framework	Active	Q-Pulse
PRO-00696 Fatigue Management Procedure	Active	Q-Pulse
PRO-00903 First Aid Management Procedure	Active	Q-Pulse
PRO-00020 Health Monitoring and Immunisation Procedure	Active	Q-Pulse
PRO-00002 Integrated Management System Internal Audit Procedure	Active	Q-Pulse
PRO-01105 Managing Alcohol and Other Drugs Procedure	Active	Q-Pulse
PRO-00700 Stress Management Procedure	Active	Q-Pulse
MAN-00211 WHS Management System Framework	Active	Q-Pulse

8.3   Supporting documents, forms and templates

Description	Status	Location
Nil		

9.   Definitions

Term	Definitions
Biological monitoring	Testing of saliva, urine, blood or other samples to identify a worker's biological occupational exposure level to a chemical or biological hazard.
Evidence-based	The use of research and scientific studies as a base for determining the best practices in a field.
Fit for work	A person is in a state (physical, mental and emotional) that enables them to perform assigned tasks safely, competently and in a manner that does not threaten or compromise the safety or health of themselves or others.
Fit4Work Program	A program that establishes and implements initiatives to address potential risk factors that may cause the impairment of a worker. This includes initiatives such as alcohol and drug monitoring, along with stress and fatigue management strategies.

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Term	Definitions
Hazard	A situation that has the potential to harm a person and/or the environment and/or damage property.
Health and Wellbeing Program	A schedule of health assessment and health promotion activities provided to Seqwater employees.
Health monitoring	Health monitoring systematically detects and assesses any adverse effects of work on the health status of workers as it relates to their duties. It is delivered through real time monitoring of exposure levels, medical assessment and biological monitoring of workers (e.g. blood/urine tests for checking chemical exposure).
Health Monitoring and Immunisation Program	A program that identifies any physical, biological or chemical hazards that workers may be exposed to, then establishes and implements a program of health monitoring and immunisation as one form of control to address these risk factors.
Health needs assessment	An assessment undertaken to determine the health risks associated with the both the workplace environment and individual employee health characteristics.
Inherent requirements	The core activities, tasks or skills that are essential to undertaking a specific position. They cannot be allocated elsewhere and result in significant consequences if they are not performed.
Injury management	A comprehensive and coordinated approach to the management of injuries and workers compensation claims in the workplace. It is generally defined as a workplace managed process incorporating employer and medical management, from the time of injury through to a return to suitable employment. Injury management covers a range of activities and strategies that ensure efficient administration of the claim and effective rehabilitation. It also involves working closely with People and Culture around matters such as employee relations, placement and performance management issues that may impact on a successful return to work.
Line supervisor	A Line Supervisor is a person with day-to-day supervisory responsibilities for workers within a functional area of the business. A Line Supervisor includes, but is not limited to, Team Leaders, Coordinators and Level 4 or 5 Supervisors. A Line Supervisor is also considered a worker, but has additional responsibilities for the implementation of the WHS Management System as identified in the WHS Management System and/or position description.
Manager	A person with the responsibilities for managing a functional area of the business including the workers within the relevant functional area. This includes, but is not limited to, Level 3 Managers, General Managers and Project Managers. A manager is also considered a worker, however managers may have additional responsibilities for implementation of the WHS Management System as well as any additional responsibilities as an officer of the business.

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Term	Definitions
Personal information	Information that identifies or could identify a worker. It includes medical records, photographs, videos, and information about their opinions.
Risk	Risk is the likelihood and consequence of injury or harm occurring when exposed to a hazard.
Worker	Worker means a person who carries out work in any capacity for Seqwater, including work as: • an employee • a contractor or subcontractor • an employee of a contractor or subcontractor • an employee of a labour hire company who has been assigned to work at Seqwater • an outworker • an apprentice or trainee • a student gaining work experience • a volunteer • a worker of a prescribed class.

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