

### Purpose

The purpose of this Policy is to affirm the Shire of Boddington's (Shire) commitment to providing a safe and healthy working environment and to outline the principles governing work practices for all persons engaged in Shire activities.

### Scope

This Policy applies to all Shire employees including contractors, consultants, and volunteers, irrespective of their position within the Shire, carrying out work for or on behalf of the Shire.

The conduct of Councillors is governed by the Code of Conduct. Councillors are expected to be fit to perform their official duties when attending Council Meetings, Civic Functions, or when representing the Shire.

### Definitions

| Term                     | Meaning   |
|--------------------------|---|
| Policy                   | This Shire policy titled "Fitness for Work".  |
| Shire Environment        | This includes Shire property, worksites, vehicles, and any external venue where Shire business or Shire sponsored functions occur.  |
| Other Drugs              | For the purpose of this policy, other drugs include illegal drugs, misused prescription medication, or any substance that may cause impairment.   |
| Fitness for Work Factors | A person's physical, mental, and emotional capacity to perform their duties safely and effectively. Factors may include, but are not limited to: <ul style="list-style-type: none"> <li>• Fatigue or sleep deprivation</li> <li>• Illness or injury</li> <li>• Medication or treatment side effects</li> <li>• Stress, mental health, or emotional distress</li> <li>• Alcohol or other drug use</li> </ul> |

### Policy Statement

The Shire is committed to providing a safe, healthy, and productive working environment for all employees. The Shire recognises that employees affected by alcohol and other drugs may present a hazard in the workplace, causing injury to themselves and/or others. Employees may also be placed in difficult situations, expected to cover for unsafe work practices or faced with reporting a fellow employee.

The Shire acknowledges that a range of factors can influence an individual's fitness for work. These may include fatigue, stress, illness, medication, and other personal or environmental circumstances that affect a person's ability to carry out their duties safely and effectively. Employees are expected to be mindful of their fitness for work and to take appropriate steps to manage any factors that may impact their capacity to work safely.

## Alcohol and Other Drugs

The Shire considers it unacceptable for employees to conduct business while impaired from the use of alcohol or other drugs. This includes while operating Shire plant and equipment, driving a Shire vehicle, on Shire property, representing the Shire, and attending Shire organised events.

Shire functions provide an opportunity for the Shire to host special events for promotional, public relations, or social purposes. Managing the amount of alcohol consumed is the responsibility of each individual.

Illegal drugs and substances are not permitted in the Shire environment. This includes possession, use, and distribution.

## Testing

In line with its Work Health and Safety obligations, the Shire may undertake Fitness for Work testing to ensure work is conducted safely. The Shire reserves the right to conduct pre-employment, random, blanket, and suspicion alcohol and drug testing throughout the whole organisation.

The Shire is committed to providing a safe workplace and meeting its obligations under the Work Health and Safety Act 2020. Drug and alcohol test results are treated as sensitive health information and collected only when necessary for workplace safety.

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| <b>Responsible Officer</b>   | Chief Executive Officer  |
| <b>History</b>               | Adopted 15 April 2015 (Resolution 129/05)<br>Amended 23 March 2023 (Resolution 25/23)<br>Amended 25 February 2026 (Resolution 12/26) |
| <b>Delegation</b>            |  |
| <b>Relevant Legislation</b>  | Work Health and Safety Act 2020,<br>Work Health & Safety Regulations (General) 2022  |
| <b>Related Documentation</b> |  |