

Location: _____ Instructor: _____ Date/Time: _____

TOPIC C812: FIT FOR DUTY

Introduction: Company policy requires you to be Fit for Duty. This means you need to be physically fit enough to perform the work, meet the training requirements, follow: safe work practices, pass any required drug testing, adhere to the policies for using prescription and over the counter medications, follow the behavior based safety policy and meet the employee responsibilities.

Training: Before you start doing your job you need to be trained on the safe methods to use, the hazards you might be exposed to, how to recognize them and how to correct or report any unsafe or unhealthy conditions. Awareness of hazards and how to control them, is critical to maintaining a safe and healthful work environment and preventing injuries. The best way to gain this is through education and training.

Drug and Alcohol Testing

Our Company policy allows drug and alcohol testing. Substance abuse and/or addiction in the workplace affects every industry at all employee levels. Any person who is impaired while on the job is a threat to themselves and to any co-workers.

Safe Work Practices

A “Fit for Duty” employee can handle the physical demands of the job without injury. As someone concerned with safety, you need to participate in the company safety program, follow the work rules and processes the company develops, and use all supplied PPE.

Prescription and Over the Counter Medications

Always notify your supervisor when you’re taking any prescription or over the counter medication that could impair your ability to work safely. Allergy or cold and flu medications can impair your ability to perform safely.

Employee Monitoring

Behavior based safety is a proactive approach to safety and health management, recognizing unsafe or at-risk behaviors as a frequent cause of minor and serious injuries. Behavior based safety takes into account how at-risk behaviors can be acknowledged and averted. The key elements are employee/management involvement, identification of safe and at-risk behavior, observation, feedback and intervention. Your behavior is how you conduct yourself while on the job and support behavior based safety.

Employee Responsibility

You’re responsible for notifying your supervisor if you are tired to the point of not being able to perform your work safely. You’re also responsible for ensuring you are physically and mentally fit to perform you’re work safely and not report to work in a condition that could endanger your fellow workers.

Conclusion: Being Fit for Duty covers a wide range of factors that determine whether you can work safely. It involves being physically fit, trained on all job duties, passing drug and alcohol testing, following safe work practices, taking responsibility for the effects of medicine, participating in employee monitoring and taking responsibility for alerting supervisors of fatigue.

Employee Attendance:(Names or signatures of personnel who are attending this meeting)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

These guidelines do not supersede local, state or federal regulations, and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.