



Fit for Work Policy

Personnel Policy: Fit for Work

For the sake of this policy “Employee” applies to everyone working, contracting, volunteering, or attending the Taber Public Library.

Purpose

The Taber Public Library recognizes that an employee’s fitness for work may be affected for a variety of reasons including the adverse effects of fatigue, stress, alcohol or other drugs (prescribed and non-prescribed) and through the Fit for Work Policy, shall provide a framework to effectively manage these issues.

Management of these factors is an integral part of this policy and is a shared responsibility between the Taber Public Library and all its employees. It is expected that the Taber Public Library employees undertake responsibility for their health and safety at work and ensure that their acts, or omissions, do not adversely affect the health and safety of others. Taber Public Library is responsible for providing safe systems of work and all employees share in the responsibility to minimize and manage the adverse effects of work-related fatigue, stress, alcohol or other drugs.

Policy Statement

1. The objective of this policy is to:
 - a. Ensure a safe and healthy working environment for all employees
 - b. Minimize the risk of employees presenting for work or conducting work while impaired by fatigue, stress, drugs or alcohol.
 - c. Establish steps to manage employees who are affected by fatigue, stress, alcohol or other drugs
 - d. Encourage people affected by fatigue, stress, alcohol or other drugs to seek assistance
 - e. Provide access to information and education to assist in minimizing alcohol and drug related harm to employees
2. This policy applies to everyone working at, volunteering or attending the Taber Public Library. All employees will comply with this policy to ensure they maintain the capacity to work safely.
3. In implementing this policy, the Taber Public Library will require all employees to be fit for work and perform their duties without imposing risks to the health and safety of themselves, others or to the safety of the worksite.



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4. Responsibilities

- a. Employees are required to take reasonable care of their health and safety, and that of any other person who may be affected by their work activities. They are also required to comply with instructions and directions established to provide a safe and healthy working environment.
 - b. The Library Manager is responsible for the provisions and maintenance of a working environment that is safe and without risks to the health of all employees and the allocation of training and resources to ensure employees adhere to the Fit for Work Policy.
5. The Library Manager shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

Date of Approval: March 14, 2019

Date Reviewed/Revised:



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Fit for Work Policy Procedures

For the sake of this procedure “Employee” applies to everyone working, contracting, volunteering, or attending the Taber Public Library.

Purpose

This guideline document is provided to support the Fit for Work Policy and to assist Taber Public Library and Employees in its effective application. It presents an overview of what constitutes being “Fit for Work” (FFW) and provides guidelines for dealing with employees that are not fit for work.

Operating Guidelines

1. Scope

This guideline applies to all Taber Library employees, contractors, and volunteers the Taber Public Library.

2. Roles and Responsibilities

Fatigue, stress and/or impairment is an issue that affects employees in different ways. Reducing the risks associated with these is a shared responsibility that requires reasonable actions to minimize the risk of fatigue and/or impairment related accidents and injuries.

A. Library Manager is responsible for ensuring the adoption, implementation and application of the FFW Policy.

- i. **Leadership:** Library Manager is expected to lead by example as this is essential to the FFW procedures success and credibility.
- ii. **Provisions of Resources:** Library Manager will provide resources for education, training, counselling and other requirements of the FFW Policy.
- iii. **Consistent application of the FFW Policy:** Library Manager is responsible for the fair and consistent application of the FFW Policy. Individuals who seek assistance will not be disadvantaged and their employment rights will be safeguarded.
- iv. **Confidentiality:** Library Manager is responsible for establishing appropriate procedures so that sensitive medical and personal information is safeguarded.



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- v. **Assessment of Fitness for work:** Library Manager is responsible for assessing the fitness for work of employees, both at the start of and throughout the work period.
 - vi. **Action Required When an Individual is Unfit for Work:** Library Manager must take prompt and appropriate action whenever they believe that any employee is not capable of working in a safe and effective manner.
- B. Employees:** Each employee is responsible for their own health and safety at work and must avoid adversely affecting the health and safety of any other individual.
- i. **Reporting for Work in a Fit Condition:** Employees must be fit for work when they attend work and must be able to carry out their duties without risk to themselves or others.
 - ii. **Demonstrating Fitness for Work upon Request:** Employee's must, if requesting by the Library Manager, satisfactory demonstrate that they are fit for work.
 - iii. **Notification:** Employees must notify the Library Manager of any actual or potential impairment of fitness for work.
 - iv. **Medical Condition:** If an employee has a medical condition that could affect their fitness for work, that employee must inform the Library Manager of the likely impact of the medical condition on their fitness for work. Where appropriate, a medical certificate must be provided by the employee.
 - v. **Appropriate use of Medications:** Employees are required to;
 - Discuss with their medical Physician the requirements of their job and the likely impact of any medication on their safety or fitness for work; and,
 - Take any medication strictly in accordance with the medical Physician's recommendations.
 - vi. **Breaches of the FFW Policy:** All employees must notify the Library Manager of any situation in which the FFW Policy may have been breached. This includes;
 - Any situation in which other employees may be unfit for work;
 - Unauthorized possession or consumption of drugs or alcohol on site or during working hours by another individual; and,
 - Any other apparent breach of the FFW Policy.
 - vii. **Employee Assistance Program:** Where appropriate the employee may utilize their employee benefit plan for immediate, confidential help for a variety of issues that may impact their fitness for work.



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3. Assessment of Fitness for Work

The Taber Public Library will adopt the following FFW assessment methods;

- a. Self-assessment, and
- b. Face to face discussions between Library Manager and employees at the start of and/or during the work period.

4. Action Required when an Employee is Unfit for Work

- a. Library Manager must take prompt and appropriate action whenever they believe that an employee is not capable of working in a safe and effective manner. The employee must be isolated and removed from the workplace. The Library Manager may assist with arranging safe transportation for the employee.
- b. In cases where an immediate danger exists as a result of an employee's state, i.e. aggressive behavior, overdose, suicidal, the Library will take appropriate action and contact the police and/or medical assistance.
- c. The employee may be prevented from returning to work until such time they have undergone appropriate discussions with the Library Manager and are able to demonstrate that they are fit for work. The Taber Public Library may require reasonable proof from the employee that the concern has been satisfactorily resolved prior to the employee being permitted to return to work. The responsibility for providing this proof rests with the employee who may choose to access the assistance of their benefit plan and/or Medical Professional.

5. Management of Contractors

- a. All contractors must comply with their obligation to actively manage their employee's fitness for work whilst at the Taber Public Library to a standard expected by Taber Public Library Employee's.
- b. Prior to commencing work at the Taber Public Library, contractors will be provided with a copy of the FFW Policy and the FFW Procedures, in addition to receiving the Contractor Orientation. All contractors will be required to comply with these policies and guidelines.

6. Volunteers

- a. A volunteer is responsible for their own health and safety at the Taber Public Library and must avoid adversely affecting the health and safety of any other individual. Volunteer's must adhere to the FFW Policy and the FFW Procedures.



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- b. Prior to volunteering at the Taber Public Library, volunteers will be provided with a copy of the FFW Policy and the FFW Procedures, in addition to receiving the Volunteer Orientation. All volunteers will be required to comply with these policies and guidelines. (Policy B-33)

7. Confidentiality

Confidentiality is vital in promoting the effectiveness of the FFW Policy and all reasonable efforts, legal requirements and common sense, will be made to maintain employee's privacy. Information relating to employee's fitness for work will be transmitted, used and stored in a confidential manner.

Heather Martin-Detka

Taber Public Library Manager

March 14, 2019

DATE