KORU CARE AUSTRALIA
DISABILITY & AGED CARE SUPPORT

0431 202 201
connect@korucareau.com
www.korucaresupport.com
ABN: 46564969103

Fitness for Work Policy and Procedure

Koru Care Australia

This policy establishes how Koru Care Australia identifies and responds to concerns that a worker may not be fit to perform their duties safely, while protecting worker dignity, privacy, procedural fairness and lawful rights to reasonable adjustment.

Document governance	Details
Document owner	Operations Manager / Director
Applies to	Directors, managers, employees, contractors, volunteers, students, agency staff, support workers, nurses and any person performing work for or on behalf of Koru Care Australia.
Service context	NDIS, aged care, brokered services, private services, community support, transport, personal care, domestic assistance, social support, nursing, yard maintenance and related administration.
Version	1.0
Status	Approved
Effective date	22/07/2026
Review date	22/07/2027, or earlier following a significant incident, regulatory change, identified control failure or change to Koru Care service delivery arrangements.
Policy code	KCA-POL-FFW-001

Worker quick guide	What this means in practice
Come to work fit	You must be able to perform your allocated duties safely and effectively without an impairment that creates an unacceptable risk to you, clients, co-workers or the public.
Speak up early	Tell your manager as soon as possible if illness, injury, fatigue, medication, alcohol or other drugs, psychological distress, or another condition may affect your ability to work safely.
Stop unsafe work	If you become unfit during a shift, stop the unsafe activity, make the client or environment safe, and contact management for direction.
Respect privacy	Managers should focus on work capacity, restrictions and safety controls, not demand unnecessary personal medical information.
No automatic punishment	A genuine health or disability-related fitness concern is managed as a safety and support matter. Conduct concerns are addressed separately and fairly.

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1. Purpose

The purpose of this policy is to ensure workers are able to safely undertake and sustain the work they are allocated, and to provide a fair, consistent and risk-based process where concerns arise about a worker's capacity to perform duties safely.

Koru Care has occupational health and safety duties to provide and maintain, so far as reasonably practicable, a working environment that is safe and without risks to health. Workers also have duties to take reasonable care for their own health and safety and the health and safety of others who may be affected by their acts or omissions.

2. Scope

This policy applies to all Koru Care work, including work performed in clients' homes, community settings, vehicles, offices, training locations and other workplaces. It applies before work starts, during work and when considering a return to work after illness, injury or another period that may affect capacity.

This policy does not replace emergency medical care, workers compensation return-to-work obligations, professional registration requirements, specific drug and alcohol procedures, fatigue controls or any client-specific clinical or safety procedure. Those requirements operate together with this policy.

3. Definitions

Term	Meaning
Fit for work	Having the physical, psychological and functional capacity to perform the relevant duties safely, competently and reliably, with any agreed reasonable adjustments or controls in place.
Unfit for work	A temporary or ongoing state in which a worker cannot safely perform all or part of the duties proposed at that time, or presents an unacceptable safety risk that cannot be adequately controlled.
Fitness concern	Objective information, observed behaviour, a credible report or known circumstances that reasonably raise a question about a worker's capacity to safely perform relevant duties.
Functional information	Information about what a worker can safely do, restrictions, limitations, expected duration, suitable adjustments and review needs, rather than unnecessary diagnostic detail.
Reasonable adjustment	A change to work, hours, equipment, duties or work arrangements that enables a person with disability, injury or illness to perform the genuine and reasonable requirements of the role safely, where the adjustment is reasonable in the circumstances.
Support person / representative	A person chosen by the worker to support them in a meeting, which may include a union representative, HSR or another appropriate person. A support person does not ordinarily act as the decision-maker for the worker.

4. Policy principles

- Safety of clients, workers and the public is the immediate priority where a genuine fitness concern exists.
- Fitness decisions must be based on the actual duties, hazards and available controls, not assumptions about a diagnosis, disability or personal characteristic.
- A worker must be given a reasonable opportunity to respond to concerns and provide relevant information before longer-term decisions are made, except where immediate action is required to control a serious safety risk.
- Workers may have a support person or representative at formal meetings about their fitness for work.
- Koru Care will consider reasonable adjustments and suitable duties where required and practicable.

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- Health information will be collected, used and disclosed only to the extent reasonably necessary for safety, employment, legal or service-delivery purposes.
- A health condition, injury, disability or genuine request for support is not, by itself, misconduct.
- No worker will be expected to perform duties that are outside their demonstrated capacity, competence, professional scope or lawful restrictions.

5. What fitness for work means at Koru Care

Fitness for work is task-specific. A person may be unfit for one task while remaining fit for other duties. For example, a worker may be able to perform administrative duties but not safely drive, lift, provide personal care or work alone for a period of time.

Fitness for work may be affected by one or more of the following:

- physical illness, injury, pain, reduced mobility or reduced functional capacity;
- fatigue, sleep loss, excessive hours or impaired alertness;
- psychological distress, acute stress, trauma exposure or another mental health condition affecting safe performance;
- the effects or after-effects of alcohol, illegal drugs, non-prescribed substances or misuse of medication;
- side effects of lawfully prescribed or over-the-counter medication;
- acute medical symptoms, infection or another condition that creates a risk to the worker or others;
- heat stress, dehydration or other environmental exposure;
- temporary cognitive, sensory or coordination impairment; or
- any other circumstance that materially affects safe performance of the duties proposed.

6. Roles and responsibilities

Role	Responsibilities
Director / Operations Manager	Maintain the policy and systems; ensure fitness concerns are managed lawfully and consistently; approve higher-level medical assessments or significant work restrictions; ensure client and worker safety.
Managers / Coordinators	Respond promptly to concerns; make immediate work safe; record objective observations; consult the worker; consider adjustments; obtain advice where needed; protect confidentiality; review allocations and controls.
Workers	Present fit for assigned work; disclose safety-relevant functional limitations; follow lawful and reasonable safety directions; do not perform work they know they cannot do safely; report deterioration or impairment promptly.
HSRs	Represent members of the designated work group on health and safety matters where requested or otherwise required under OHS consultation arrangements.
Clinical / external advisers	Provide professional advice within their expertise when engaged, focusing on functional capacity, restrictions, controls, treatment-related work impacts and review needs.

7. Worker responsibility to report a fitness concern

Workers are expected to advise management as early as reasonably practicable if they know or reasonably believe that a condition or impairment may prevent them from safely performing an allocated duty. Workers are not required to disclose every personal health condition. However, they must provide enough information about any safety-relevant limitation to allow Koru Care to manage work safely.

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- Before a shift, contact the roster contact or manager as soon as possible if you are not fit to attend or cannot safely perform the allocated work.
- During a shift, stop any activity that has become unsafe, protect the client from immediate risk, and contact management for direction.
- Do not drive a client or a Koru Care vehicle if illness, fatigue, medication, alcohol, drugs or another condition impairs safe driving.
- Advise management if a new medical restriction, professional restriction, licence condition or treatment effect may affect work duties.
- Seek urgent medical help when symptoms indicate a medical emergency rather than attempting to continue working.

8. Recognising possible fitness for work concerns

Managers and workers should focus on observable signs and work performance rather than attempting to diagnose a medical condition. A single sign may have many explanations and must be considered in context.

Indicator area	Examples that may require a conversation or immediate response
Alertness / cognition	Unusual confusion, marked sleepiness, memory difficulty, reduced concentration, slowed responses, inability to follow routine instructions or unusual hyper-alertness.
Speech / behaviour	Slurred or unusually unclear speech, marked agitation, aggression, inappropriate interactions, significant emotional distress or statements suggesting immediate risk of self-harm or harm to others.
Physical presentation	Swaying, reduced coordination, shaking, repeated vomiting, marked shortness of breath, severe sweating, pale or grey appearance, obvious severe pain or another significant deterioration.
Task performance	Repeated safety-critical errors, inability to manipulate equipment, poor judgement, unsafe driving, missed steps in essential procedures or inability to sustain the required task safely.
Known circumstances	Recent injury, significant illness, very limited sleep, unusually long hours, a reported medication effect, possible intoxication, acute trauma exposure or another credible safety concern.

These indicators are not a diagnosis and must not be used to stereotype or discriminate. Where there is immediate danger, serious illness or a medical emergency, emergency procedures take priority over a workplace discussion.

9. Immediate response when a worker may be unfit

Where a manager or worker identifies a potential fitness concern, the following steps should be taken according to the level of risk:

Step	Required action
1. Make the situation safe	Stop or reallocate any safety-critical task. Ensure the client is safe and essential supports are covered. Remove the worker from driving, medication support, high-risk equipment or other unsafe duties if required.
2. Speak privately	Describe the specific observations or information that raised concern. Avoid accusations or assumptions about diagnosis, alcohol or drug use.
3. Ask about capacity	Ask whether the worker feels able to continue safely, whether a temporary adjustment would help, and whether urgent medical assistance is required.

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Step	Required action
4. Decide immediate work status	The worker may continue normal duties, continue modified duties, take a break and be reassessed, cease work, or receive emergency assistance depending on the risk.
5. Arrange safe departure if needed	A worker assessed as unsafe to drive must not be directed to drive themselves home. Arrange a safe alternative where reasonably practicable.
6. Record and escalate	Document objective observations, actions and the decision. Notify the Operations Manager or Director where the issue is serious, repeated, contested or likely to affect future duties.

10. Medical emergencies and immediate risk

A workplace fitness process must not delay emergency care. Call Triple Zero (000) where there are signs of a life-threatening condition or immediate risk, including severe difficulty breathing, suspected anaphylaxis, chest pain suggestive of a medical emergency, collapse, seizure, sudden severe neurological symptoms, serious injury, or an immediate threat of suicide, self-harm or violence.

- Provide first aid within the responder's training and competence.
- Do not leave a person alone where there is an immediate risk of serious self-harm or medical deterioration, unless doing so is necessary for your own safety.
- Contact a nominated emergency contact only where appropriate and lawful, taking account of the worker's condition, consent and the emergency circumstances.
- Complete Koru Care incident reporting after the immediate emergency has been managed.

11. Discussing concerns fairly

Unless the worker requires immediate removal from a hazardous task, concerns should be discussed with them promptly and privately. The manager should explain the objective basis for the concern and give the worker a reasonable opportunity to respond.

- For a formal meeting, the worker should be advised of the purpose of the meeting and may have a support person or representative present.
- Management must genuinely consider the worker's explanation, relevant medical information, proposed controls and suggested adjustments.
- The discussion should focus on capacity to perform the actual duties and the risks that need to be controlled.
- The worker must not be pressured to disclose unrelated medical history or unnecessary diagnostic details.
- Where a health and safety matter affects members of a designated work group, consultation with the elected HSR must occur as required by Victorian OHS law.

12. Assessing whether duties can be performed safely

A fitness assessment should consider the worker, the actual work, the environment and available controls. Koru Care may assess duties on a task-by-task or shift-by-shift basis where a worker has restrictions or variable capacity.

Assessment area	Examples
Worker factors	Known functional restrictions, symptoms affecting work, fatigue, treatment effects, competence, experience and any professional restrictions.
Task demands	Driving, lifting, bending, kneeling, repetitive activity, personal care, medication support, complex decision-making, lone work, high intensity supports or emergency response expectations.

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Assessment area	Examples
Environment	Client home layout, stairs, wet areas, heat, isolation, travel distance, available equipment, lighting, space and access to assistance.
Client factors	Level of dependency, behaviour, transfer needs, communication needs, health risks, unpredictability and whether the client can be safely supported if the worker's capacity changes.
Controls	Modified duties, reduced duration, extra breaks, two-worker support, different equipment, reduced driving, alternative allocation, supervision or temporary removal of particular tasks.

13. Medical evidence and fitness for work information

Koru Care may request reasonable medical or other professional evidence where it is necessary to understand whether a worker can safely perform the relevant duties, what restrictions apply, how long they are expected to apply, and whether reasonable adjustments may assist.

Where evidence is requested, Koru Care should seek information that is targeted and proportionate. Relevant questions may include:

- Is the worker fit to perform the identified duties, with or without restrictions?
- What functional restrictions or limitations should be observed?
- What duties should be avoided or modified?
- Are there recommended hours, breaks, travel or environmental controls?
- What is the expected duration of the restrictions and when should capacity be reviewed?
- Are there any emergency or safety considerations that Koru Care needs to know to manage the work safely?

Koru Care will not automatically require a generic "full clearance" after every illness or injury. The form and level of evidence required will depend on the circumstances, the duties and the risk. Evidence requested for personal leave must also be reasonable in the circumstances.

14. Contact with a treating practitioner

Where Koru Care seeks information directly from a worker's treating practitioner, the worker's informed consent will ordinarily be requested. The request should be limited to information reasonably necessary to assess work capacity, restrictions, adjustments and safety.

- The worker should be provided with the questions or correspondence sent to the practitioner where appropriate.
- Koru Care should avoid requesting the worker's complete medical history unless there is an exceptional and lawful need.
- The practitioner's role is to provide clinical or functional information. The employer remains responsible for decisions about available work and workplace risk controls.
- Where information is incomplete or unclear, Koru Care should first seek clarification before drawing adverse conclusions where practicable.

15. Independent medical or functional assessment

In some circumstances, Koru Care may require an independent medical or functional assessment where the direction is lawful and reasonable. This may occur where reliable information is unavailable, conflicting, outdated or insufficient to determine whether the worker can safely perform the genuine requirements of the role, or where significant safety risks remain unresolved.

- The assessment must be relevant to the actual duties and concerns.

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- Koru Care will explain why the assessment is required and provide relevant duty information or questions to the assessor.
- Where Koru Care directs and arranges an independent assessment, Koru Care will ordinarily meet the reasonable cost of the assessment and report.
- The worker should be provided with information about how the report will be used and who will have access to it.
- Any employment action arising from the assessment must be considered separately and in accordance with procedural fairness and applicable workplace law.

16. Reasonable adjustments and suitable duties

Where a worker has a disability, injury or illness affecting work, Koru Care will consider whether reasonable adjustments can enable the worker to perform the genuine and reasonable requirements of their role safely and productively.

- Adjusting start or finish times, shift length or break arrangements.
- Temporarily removing specific physical, driving, lone-work or high-risk duties.
- Changing equipment, work methods or the physical environment where practicable.
- Providing additional supervision, training or a staged increase in duties.
- Allocating suitable alternative duties or client work where compatible with the worker's restrictions and the needs of the business.
- Reviewing arrangements as capacity, treatment, client needs or work demands change.

Whether an adjustment is reasonable depends on all relevant circumstances. Koru Care is not required to create unsafe work, remove the genuine and reasonable requirements of a role, or make an adjustment that is not reasonable in the circumstances. The worker's views and proposed adjustments will be considered before a decision is made.

17. Temporary removal from duties or ceasing work

A manager may direct a worker to stop or not commence particular duties where there is a reasonable safety concern and the risk cannot be adequately controlled at that time. The action should be no broader or longer than necessary while further information or controls are considered.

- Where possible, consider safe alternative duties before excluding the worker from all work.
- Explain the reason for the decision and what information or review is required before duties can resume.
- Pay and leave arrangements will be managed in accordance with the worker's employment status, contract, applicable award, the Fair Work Act and any other relevant legal obligations.
- A temporary safety direction is not, by itself, a disciplinary finding.

18. Returning to work after illness, injury or restriction

Before a worker returns to duties that present a material safety risk, Koru Care may require reasonable evidence about current capacity and restrictions. The return-to-work process should be matched to the actual work and may include a discussion, updated medical evidence, a functional assessment, a risk review, a staged return, modified duties or a defined review date.

- A clearance stating only that a worker is "fit for work" may be insufficient where Koru Care reasonably needs to understand specific restrictions for safety-critical duties.
- Conversely, Koru Care should not demand detailed medical information where simple evidence of capacity is sufficient.

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- Work-related injuries must also be managed in accordance with applicable workers compensation and return-to-work requirements.
- Client-specific allocation decisions must take account of the worker's current capacity and the actual tasks and environment of the proposed shift.

19. Alcohol, other drugs and medication

Alcohol and other drugs, including prescription and over-the-counter medication, can affect judgement, coordination, motor control, concentration and alertness. Workers must not perform duties where they are impaired to a degree that creates a health or safety risk.

- Workers should seek advice from an appropriate health professional about safety-critical work or driving if medication may cause impairment.
- A worker does not ordinarily need to disclose the name of a medication where its safety impact can be managed through functional information, unless further information is reasonably necessary and lawful.
- Managers must not accuse a worker of intoxication based only on appearance. Record objective observations and follow the response process in this policy.
- This policy does not create a general right for Koru Care to conduct drug or alcohol testing. Any testing must have a separate lawful basis, policy or contractual authority and must be implemented fairly.

20. Fatigue and sleep-related impairment

Fatigue is a fitness for work issue and must also be managed under the Koru Care Fatigue Management Policy and Procedure. A fatigued worker may need to stop driving or other safety-critical work even where they are otherwise medically well.

- Workers must report when fatigue affects their ability to work or drive safely.
- Managers must consider roster patterns, hours worked, travel, secondary employment where relevant, workload and opportunities for recovery.
- A genuine fatigue report must be treated first as a safety matter and not as misconduct simply because the worker says they are too fatigued to continue safely.
- Repeated fatigue concerns should trigger review of the underlying causes and work design, not only the individual worker.

21. Psychological health, stress and trauma exposure

Psychological distress can affect fitness for work and may also arise from work-related psychosocial hazards. Koru Care will manage immediate safety concerns while also considering whether work design, workload, aggression, traumatic exposure, conflict, bullying or other workplace factors require risk controls.

- A worker should be supported to report psychological health concerns without stigma or retaliation.
- Managers should not attempt to diagnose mental illness. Focus on observed work impacts, safety, support and appropriate professional assistance.
- Where a worker makes suicidal or threatening statements or there is an immediate risk of serious harm, follow emergency procedures and call 000 when required.
- Reasonable adjustments may include temporary changes to workload, duties, hours, client allocation, supervision or exposure to particular hazards.

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22. Infectious illness and communicable disease

A worker may be unfit for particular duties where an infectious illness creates a material risk to clients, colleagues or the worker. This is especially important when supporting older people, people with disability, people who are immunocompromised or clients receiving personal or clinical care.

- Workers must follow Koru Care infection prevention and control procedures and any current public health requirements relevant to their work.
- Work exclusion or modified duties should be based on the illness, symptoms, transmission risk, work tasks and available controls rather than a blanket rule where one is not required.
- Workers should not attend a client or workplace where they know they present an unmanaged infection risk inconsistent with Koru Care procedures.

23. Driving, transport and other safety-critical duties

A higher level of caution is required where a fitness concern may affect driving, client transport, medication support, manual handling, use of machinery or equipment, working alone, clinical care, high intensity supports or emergency response.

- A worker must not drive if their alertness, vision, coordination, judgement or reaction time is materially impaired.
- Where a worker becomes unfit while travelling between clients, they must stop safely and contact management rather than continue an unsafe journey.
- Management may temporarily remove a worker from a safety-critical duty while assessing risk, even if the worker remains fit for other work.
- Any licence suspension, restriction or condition affecting work driving must be reported to management promptly.

24. Privacy, confidentiality and health information

Fitness for work information is sensitive and must be handled carefully. Access should be limited to people who reasonably need the information for safety, employment, rostering, legal, insurance or service-delivery purposes.

- Managers should record functional restrictions and necessary controls rather than circulating diagnoses or detailed medical histories.
- Medical reports and certificates must be stored in approved secure systems and not in ordinary team chat or client communication channels.
- Only information necessary to keep a client or worker safe should be communicated to roster staff or supervisors.
- Health information must be handled in accordance with applicable privacy and health records laws and Koru Care policies.

25. Failure to follow safety requirements and separate conduct issues

A worker will not be disciplined merely because they have an illness, injury, disability or another legitimate fitness concern. However, separate conduct issues may be addressed where there is evidence of misconduct or a failure to comply with lawful and reasonable safety requirements.

Examples may include:

- knowingly performing safety-critical work while materially impaired and failing to report the risk;
- driving after being directed not to drive because of an identified immediate safety concern;
- dishonestly falsifying a required fitness certificate or safety record;

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- refusing, without reasonable basis, to comply with a lawful and reasonable direction that is necessary to assess or control a genuine safety risk; or
- using alcohol or other drugs at work in circumstances prohibited by law or Koru Care policy.

Any disciplinary process must be separate from the medical or safety assessment, procedurally fair, proportionate and consistent with applicable employment and discrimination laws.

26. Training and implementation

Managers and workers will receive information and training appropriate to their roles so they understand fitness for work responsibilities, reporting pathways, emergency responses and the distinction between a safety concern and a medical diagnosis.

- Worker induction will include the obligation to report safety-relevant impairment and stop unsafe work.
- Managers will be supported to have respectful fitness conversations, document objective observations and escalate concerns appropriately.
- Related training may be delivered through NGO Training Centre, BrightSafe, BrightHR policy acknowledgements, internal Koru Care training and approved external providers.
- Training will link with fatigue management, driver safety, incident reporting, OHS, psychosocial safety, infection prevention and other relevant Koru Care procedures.

27. Documentation and records

The level of documentation should reflect the seriousness and duration of the concern. Records may include:

- objective observations and the date, time and context of the concern;
- the worker's response and any immediate action taken;
- client safety or roster changes made;
- medical or functional evidence provided;
- agreed restrictions, adjustments and review dates;
- risk assessments, consultation records and incident reports where relevant; and
- the outcome of any return-to-work or capability review.

Records must distinguish facts, observations, professional opinions and management decisions. Speculation should not be recorded as fact.

28. Consultation, monitoring and review

Koru Care will consult workers and HSRs, where required, when identifying or assessing health and safety risks, deciding controls, developing relevant procedures or proposing changes that may affect health and safety.

This policy and individual fitness controls will be reviewed where there is a significant incident or near miss, a change in duties, client needs, medical restrictions, work arrangements, legislation or guidance, or evidence that existing controls are not effective.

29. Related Koru Care documents

- Fatigue Management Policy and Procedure
- Transport and Driver Safety Policy and Procedure
- Education and Training Policy and Procedure
- Occupational Health and Safety / Work Health and Safety Policy
- Alcohol and Other Drugs Policy, where adopted
- Infection Prevention and Control Policy
- Incident Management and Reportable Incident Procedure

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- Workplace Conduct, Bullying, Harassment and Discrimination Policy
- Privacy and Confidentiality Policy
- Return to Work and Injury Management procedures
- Performance Management and Disciplinary Procedure
- Client-specific risk assessments, support plans and safe work procedures

30. Legislative, regulatory and standards framework

This policy is informed by current requirements and guidance relevant to Koru Care, including:

- Occupational Health and Safety Act 2004 (Victoria), including employer duties to provide and maintain a safe working environment, employee duties and consultation requirements.
- Occupational Health and Safety Regulations 2017 and Occupational Health and Safety (Psychological Health) Regulations 2025, where applicable.
- WorkSafe Victoria guidance on general OHS duties, work-related fatigue, alcohol and other drugs and psychological health.
- Equal Opportunity Act 2010 (Victoria), including reasonable adjustment requirements for disability.
- Disability Discrimination Act 1992 (Commonwealth) and other applicable anti-discrimination laws.
- Fair Work Act 2009, National Employment Standards and applicable modern awards or employment instruments, including illness and injury protections and reasonable evidence requirements.
- Health Records Act 2001 (Victoria) and Privacy Act 1988, where applicable to the handling of worker health information.
- Workplace Injury Rehabilitation and Compensation Act 2013 (Victoria), where a work-related injury or return-to-work obligation applies.
- NDIS Code of Conduct and NDIS Practice Standards, including safe and competent support delivery.
- Aged Care Act 2024, Aged Care Rules 2025 and Aged Care Code of Conduct, including safe and competent service delivery with care and skill.
- Health Practitioner Regulation National Law and professional registration requirements where the worker is a registered health practitioner.

31. Staff acknowledgement

I acknowledge that I have read and understood this Fitness for Work Policy and Procedure. I understand that I must present fit for the duties I perform, report safety-relevant impairment or restrictions, stop unsafe work, cooperate with reasonable safety processes and seek guidance when I am unsure whether I can safely perform an allocated task.

Name	Signature	Date

32. Review history

Version	Date	Summary of changes	Approved by
1.0	22/07/2026	Policy adapted to Koru Care Australia and expanded to cover fair fitness-for-work assessment, immediate safety response, medical evidence, independent assessment, reasonable adjustments, privacy, return to work, driving and safety-critical duties.	Director

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33. Reference sources used for this policy

Source	Relevance to this policy
Supplied Fitness For Work Procedure	Core concepts relating to worker fitness, timely discussion of concerns, support persons, medical information, reasonable adjustments and fitness indicators.
WorkSafe Victoria: General OHS duties and alcohol and other drugs guidance	Employer and worker health and safety duties, consultation, safe systems of work and management of impairment-related risks.
WorkSafe Victoria: Work-related fatigue guidance	Fatigue as a work health and safety risk and the need for risk-based controls.
Victorian Equal Opportunity and Human Rights Commission: Disability and the workplace	Reasonable adjustments, safe and productive work, disability and employment protections.
Fair Work Ombudsman: Notice and medical certificates / illness and injury information	Reasonable evidence requirements for personal leave and protections relating to illness and injury.
Fair Work Commission: published guidance and decisions on lawful and reasonable medical assessment directions	Principles relevant to employer-directed fitness assessments in appropriate circumstances.
NDIS Quality and Safeguards Commission: NDIS Code of Conduct	Requirement to provide supports and services safely and competently, with care and skill.
Aged Care Quality and Safety Commission: Aged Care Code of Conduct	Requirement for aged care services to be delivered safely and competently, with care and skill, and for concerns affecting safety and quality to be raised and acted on.

Appendix A - Fitness for Work Observation and Response Checklist

This checklist is a prompt only. It is not a diagnostic tool and a checked item does not establish that a worker is intoxicated, medically unfit or engaging in misconduct. Consider the context, speak with the worker and respond according to the level of risk.

Alertness and cognition

- ☐ Marked sleepiness or difficulty staying awake
- ☐ Unusual confusion or vagueness
- ☐ Loss of memory or inability to recall routine information
- ☐ Lessened alertness or unusually delayed responses
- ☐ Unusual hyper-alertness, agitation or inability to settle
- ☐ Repeated inability to follow routine safety instructions

Speech, behaviour and interaction

- ☐ Slurred or unusually unclear speech
- ☐ Marked aggression or inappropriate interactions
- ☐ Statements indicating possible immediate self-harm, suicide or harm to others
- ☐ Sudden significant change in behaviour that raises a safety concern

Physical presentation and coordination

- ☐ Reduced coordination, swaying or problems manipulating objects
- ☐ Shivering or shaking
- ☐ Repeated vomiting
- ☐ Marked excessive sweating or pale/grey appearance

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☐ Vision problems or poor depth judgement
☐ Severe pain affecting safe performance
☐ Significant shortness of breath or other acute deterioration

Work performance and known circumstances

☐ Repeated safety-critical errors or near misses
☐ Unsafe driving or difficulty maintaining safe vehicle control
☐ Known severe fatigue or very limited sleep
☐ Reported medication effect or other impairment concern
☐ Recent injury or illness that may affect the proposed duties
☐ Other credible information that the worker may not be able to perform the task safely

Immediate response prompts:

☐ Is there an immediate medical emergency or risk of serious harm? If yes, call 000 and follow first aid / emergency procedures.
☐ Does the worker need to stop driving or another safety-critical task immediately?
☐ Has the client been made safe and any essential support been reallocated?
☐ Has the worker been spoken with privately and given an opportunity to respond?
☐ Can the risk be controlled with a break, modified duties, alternative work or another immediate control?
☐ Does the worker require safe transport rather than driving themselves?
☐ Does the concern require incident reporting, medical evidence, a risk assessment or further management review?
☐ Have objective observations and actions been documented without speculation?