



COUNTY OF NORTHERN LIGHTS

POLICY

FIT FOR DUTY

CREATED: 2/9/2025

REVISED: 5/9/2025

TOTAL PAGES: 2

PURPOSE

County of Northern Lights full and part-time staff are expected to report for work fit for duty, which means able to perform their job duties in a safe, appropriate and an effective manner free from the adverse effects of physical, mental, or emotional problems in Canada.

SCOPE

This program applies to all company projects and operations

REQUIREMENTS

It is the goal of Management to provide a safe workplace for all workers. To accomplish this goal we have adopted the following fitness for duty policy requirements.

Competency

Workers are competent/qualified to perform their job. Management must ensure that workers have the necessary education, experience, and training to perform their job tasks.

Physically Capable

Workers must be physically capable to perform their job. Workers must be physically capable of performing their job tasks.

A Physical Demands Analysis (PDA) should be prepared for each job duty to ensure workers are placed accordingly. PDAs will be arranged through the Safety Manager.

Psychological Health and Safety

Fit for duty means “an individual is in a physical, mental, and emotional state which enables the employee to perform the essential tasks of their work assignment in a manner which does not threaten the safety or health of oneself, co-workers, property, or the public at large”.

While discussions around fit for duty commonly focus on alcohol and drugs, there are other matters that must be addressed when evaluating a worker’s fitness for duty.

- Physical Factors such as physical demands, vision, and hearing
- Physiological Factors such as fatigue, alcohol and drugs, workplace exposures
- Psycho-social Factors such as risk tolerance, culture, and emotional state
- Communication Factors such as hand signals, common language, understanding

Psychologically healthy and safe workplaces contribute significantly to worker well-being, engagement and performance and lower rates of absenteeism, conflict, and disability claims. The goal is to support worker well-being and decrease risk of work-related psychological injury or illness.

We strongly encourage anyone to reach out to their supervisor, if they believe they may be experiencing any physical, psychological, or psycho-social limitations while on this project. If you believe someone else may be experiencing any of these restrictions, make your supervisor aware. There are many options for support including Employee Assistance Program, Alberta Mental Health Help Line 1-877-303-2642, Rural Distress Line: 1-800- 232-7288, Wellness Together Canada 1-866-585-0445, or dial 2-1-1 to speak to an Information & Referral Specialist.

Medication Reporting Requirements

Workers must notify their supervisor if they are taking prescription or over-the-counter medication that may impair their ability to work safely.



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Employee Activity and Behavior

Management is responsible for monitoring workers for unsafe behaviors and removing workers from the job site, if necessary. Employee's activities and behaviors will be monitored to determine if employee(s) should be removed from the work site.

Workers are prohibited from entering the workplace while under the influence of drugs or alcohol as per the company Drug and Alcohol Program. Management must ensure that no person enters or remains at the job site while under the influence of drugs and/or alcohol.

Employee Assistance

Management will provide assistance to workers who are unable to safely perform their job duties. If an employee is determined to be unfit for duty, Management should have a process in place to provide reasonable assistance to the employee. This may include, but is not limited to, transferring the worker to another role, providing a leave of absence, Employee Assistance Programs, etc.

Management will review each matter on a case-by-case basis. Disciplinary action may occur for an employee not reporting to work in a condition which could endanger their safety or the safety of any other person(s) as per the company Enforcement Policy.

REFUSAL OF OFFER

Any refusal by an employee to participate in the Modified Work Program shall be dealt with immediately. The employee will be interviewed and reasons for refusal recorded. This information will be forwarded to WCB immediately.

TRAINING

The Fit for Duty policies and procedures are communicated to employees. Management must ensure that workers are trained on the Fit for Duty policies and procedures for the company. Safe work practices and procedures must be followed and must be in place prior to work beginning.

Employees shall follow our and our client's safety requirements. Examples may include, hot work permitting, confined space, lockout tagout, electrical safety, operator safety and other standard work practices, safety rules or procedures.

COMMUNICATION

As per the company's Safety Management System Manual, and corporate communication policy, all applicable policies and procedures are reviewed with all new employees prior to engaging in any work activities (during orientation) and annually with seasonal/returning employees (refresher training).

Chief Elected Official

Chief Administrative Officer