

## SCU Fitness for Work – Field Guide

This guide provides key requirements for ensuring staff, students, and contractors are fit for work across Southern Cross University campuses, laboratories, workshops, fieldwork, and clinical settings.

### Key Principles

- All persons must be physically and psychologically fit to undertake tasks safely.
- Supervisors must confirm fitness for work prior to allocation of safety-critical tasks.
- Work must stop if an individual is impaired or poses a safety risk.

### Fatigue

- Plan rosters and workloads to avoid excessive hours.
- Take regular breaks; avoid driving or operating machinery when fatigued.
- Use check-in systems for remote or isolated work.

### Drugs and Alcohol

- Consumption of alcohol or illicit drugs before or during work is prohibited.
- Prescription medications that may impair performance must be disclosed confidentially.
- Reasonable suspicion or post-incident testing may be conducted under SCU policy.

### Psychological Health

- Identify and report psychosocial hazards such as stress, bullying, or fatigue.
- Access Employee Assistance Program (EAP) and support services where needed.
- Supervisors must implement controls in line with psychosocial hazard Codes of Practice.

### Medical Fitness

- Report any medical condition or injury that may affect safe work capacity.
- Clearance may be required before resuming high-risk tasks.

### Records and Reporting

- Maintain records of assessments, inductions, training, and monitoring.
- Health monitoring records must be securely retained for statutory minimum periods (up to 30 years).
- Report all concerns to supervisors or the WHS team immediately.

***⚠ Always stop work if you or a colleague are not fit for duty. Seek advice from your Supervisor or WHS team immediately.***

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