

Fitness for Work – Knowledge and Skills

Overview and Policy Information

The overview and policy information session provides employees with the following knowledge:

- An understanding of "fitness for work" and why is it important.
- The responsibilities and expectations placed on each individual by the organisation's Fitness for Work policy.
- The supporting programs established to manage fitness for work such as;
 - education and training;
 - the Employee Assistance program (EAP);
 - induction procedures;
 - fitness for work assessment including alcohol and drug testing.
- How fitness for work is assessed including the various components of an alcohol and drug-testing program.
- The organisation's procedures to manage and discipline individuals who are unfit for work as a result of alcohol or drug use or other reasons.

Alcohol and Drug Education

The alcohol and drug education provides employees with the following knowledge:

- The prevalence of alcohol and drug use in Australia.
- How each of the major types of psychoactive drugs can affect fitness for work.
- Safe levels of alcohol consumption.
- The health effects of excessive alcohol consumption.
- Patterns of alcohol and drug abuse.
- Effects of alcohol and drugs on work performance and safety.
- How long alcohol and drugs stay in the body.
- Sources of assistance including the Employee Assistance Program.
- Strategies to moderate drinking.

These sessions take 4 hours and BSS can run two per day.