



# TOOLBOX TALK

## Are you Fit for Work?

### What does been “fit for work” mean?

“Fit for Work” means that an individual is in a physical, mental and emotional state which allows them to work competently and in a manner that does not threaten their health and safety or that of other.

A person ability to achieve this may be influenced by factors such as:

- Fatigue/workload
- Stress
- Injury or illness
- Poor or inadequate amounts of sleep
- General level of fitness
- Influence of drugs or alcohol

### Some common signs of an individual who is not fit for work include:

- Errors and less concentration at work
- Inconsistent work efficiency or method
- Increased incident rates
- Increased injury rates
- Increased risk to their own safety and that of others

This is especially dangerous when operating plant or machinery, or involved with any high-risk work



Prior to starting any work, employees should ask themselves if they are fit to do so. You should feel that you have no limitations (e.g., adequate rest, no past or present injuries which impact your ability to perform your task safely). Your manager may also require you to undertake specific assessment (pending policies and contract) such as drug and alcohol screening and functional capacity assessments.

Once working, it is an individual’s responsibility to manage their personal factors, which impact on their ability to perform the required work, unimpaired and to the full extent of their capability including:

- Maintain a level of personal fitness required to meet the requirements of their position.
- Advise their Supervisor/Manager before starting work of any factor that may influence their fitness for work
- Advise their Supervisor/Manager at any time whilst performing work if they believe that are unfit to continue for any reason
- Report situations to supervisors/managers where it is suspected that fellow workers may not be fit for work.

### **SAFETY IS EVERYONE’S RESPONSIBILITY – Take action to make SAFETY a lifestyle choice**

If you having trouble managing your personal factors and feel it might be impacting on your work, talk to your manager immediately.

# Toolbox Attendance

Before having each worker, who attended the toolbox ask them to for any feedback or questions they have in relation to the topic.

Each participant attending the toolbox should enter their name and sign as evidence of their attendance.

<b>Toolbox Topic:</b>		
<b>Date:</b>		
<b>Site:</b>		
<b>Site Manager:</b>		
ATTENDANCE RECORD		
Name	Signature	

Return completed attendance record to [safety@servicefm.com.au](mailto:safety@servicefm.com.au)