

Civic Theatres Toronto

EMPLOYMENT POLICY

<u>Title</u>	<u>Effective Date</u>	<u>Policy Number</u>
Fit for Duty	XXX XX, 2018	XXX

Intent

The intent of the CTT Fit for Duty Policy is to support our mission of creating and maintaining an effective safety culture, remain in compliance with all government and regulatory requirements, and ensure the health, safety and wellness for all.

Contractors, consultants, vendors, patrons and others who will work with CTT, or interact with CTT staff are also required to adhere to this Policy.

Definition

Competent – having the necessary ability, knowledge and skills to do something successfully.

Fit for Duty, also referred to as "Fit to Work", is defined by the Canadian Centre for Occupational Health and Safety as a "medical assessment done when an employer wishes to be sure an employee can safely do a specific job or task" (Canadian Centre for Occupational Health and Safety).

Guidelines

In pursuit of our commitment to promoting a safe and healthy workplace for all employees, contractors, customers and visitors, CTT will develop, implement and enforce such policies and procedures that promote and provide a healthier, safer work environment.

CTT understands the importance of safety to the well-being and productivity of its people, and strives to safeguard the workplace from injury and accidents through the attentiveness of employee capabilities and fit for duty status.

CTT managers and supervisors shall monitor all employees' abilities and behaviours to ensure they are performing and conducting themselves in a safe and healthy manner.

If a manager or supervisor is notified of change in an employee's health, CTT will take the necessary measures to accommodate the individual's needs.

If an employee is conducting him/herself in an unsafe manner, CTT will remove the employee from the situation, so as to prevent further dangers associated with the unsafe actions/behaviours.

Alcohol and Illicit Drugs

CTT employees are strictly prohibited to be under the influence, or in possession, of alcohol or illicit drugs while:

- During CTT work hours on or off premises;
- Operating CTT equipment and machinery.

Please refer to CTT's Substance Use Policy (Drug & Alcohol Policy) for further clarification.

Fit for Duty Request

In accordance with the Canadian Centre for Occupational Health and Safety, a Fit for Duty request shall be made by an employer in any or all of the following situations:

- A significant change in working conditions has occurred;
- The job has been modified and the returning worker is still receiving physiotherapy or rehabilitation, or both;
- There has been a change in the employee's health (i.e. returning to work after recovering from a serious illness or injury);
- A medical condition may limit, reduce or prevent the employee from performing a new or current job or task effectively (i.e. musculoskeletal conditions which may limit mobility);
- A medical condition is likely to make it unsafe to perform the job (i.e. a person may unpredictably become unconscious in a hazardous situation);
- A medical condition may make it unsafe for themselves, co-workers, or the public (i.e. where driving is essential to a job but the person is subject to unpredictable and sudden unconsciousness);
- A medical condition may be made worse by the job (i.e. excessive physical exertion by a person with a heart condition).

Fit for Duty Assessment Procedure

- 1) Employer requests a medical assessment/examination for an employee.
- 2) Employee takes the request to a qualified medical practitioner.
- 3) The medical practitioner will perform a medical assessment, including some or all of the following:
 - a) Eyes and ears;
 - b) Respiratory system;
 - c) Heart and other organs;
 - d) Blood pressure and pulse;
 - e) Musculoskeletal system;
 - f) Neurological system

- 4) Upon completion, the medical practitioner will report one of three conditions to the employer:
 - a) Fit;
 - b) Unfit;
 - c) Fit subject to work modifications.
- 5) Where an employee has been reported "Fit subject to work modifications", CTT will take the necessary measures to accommodate and modify the employee's job duties and responsibilities (i.e. transferring the worker to another role; providing a leave of absence to assist in recovery; providing Employee Assistance Program information where applicable).