

Fitness for Work | Mirvac Minimum Requirements

1. Purpose & Scope

The purpose of this document is to provide guidance on the controls to be implemented to ensure, so far as is reasonably practicable, that persons attending any workplace under the management or control of a Mirvac entity, do so in a fit state.

These controls seek to respond to the safety risks posed by persons attending work suffering from fatigue, mental stress, impairment arising from drug or alcohol misuse, pre-existing conditions (eg physical or mental) and other health and wellbeing factors.

2. Minimum Requirements

Mirvac personnel and Service Providers must have processes in place to ensure compliance with:

- the Controls (refer Section 3); and
- all relevant Legislation, Codes of Practice and Standards (refer Section 4).

3. Controls

- **Employee Assistance Program (EAP):** the EAP is provided to all Mirvac employees and their immediate family. The EAP provides professional, qualified and experienced psychologists to assist employees address issues of a work or personal nature. The service provides emotional support and explores strategies to enhance individuals' health and wellbeing. Business Units must have processes in place to ensure Mirvac employees are aware of the service and offered access at appropriate times;
- **Alcohol & Other Drugs (AOD):** the Mirvac Alcohol & Other Drugs Policy applies to all workplaces under the management or control of a Mirvac entity. The Policy, amongst other things, identifies those activities which are prohibited including:
 - o undertaking safety critical roles or work at high risk workplaces under the influence of AODs;
 - o using illegal drugs or prescription drugs which impairs a person's ability to perform their duties; and
 - o driving a motor vehicle or operating plant or equipment whilst impaired by AOD.

All Service Providers must have an approach to managing drug and alcohol issues which ensures none of their personnel attend a workplace impaired by AOD, including impairment from prescribed medication.

Whenever a Mirvac Constructions entity has management and control of a construction project the Alcohol & Other Drug Procedure (**Procedure**) for that entity is to be applied. The Procedure applies to all persons attending the construction site, including Mirvac employees, Service Providers' employees and visitors. The purpose of the Procedure is to manage alcohol and other drugs and their effects on workers' fitness for work whilst performing duties or attending the workplace. The Procedure establishes a regime for drug and alcohol tests and ensures Mirvac Constructions has a mechanism to appropriately manage the misuse of alcohol and other drugs in the workplace through education, counselling, rehabilitation and discipline, where required.

- **Fatigue:** fatigue is caused by physical or mental exertion, or insufficient sleep, which impairs a person's ability to perform their duties safely and effectively. To respond to this risk, the following matters should be considered when job planning:
 - o number of personnel required to perform tasks safely and effectively;
 - o the time of day tasks are undertaken;
 - o provision of rest areas;
 - o monitoring overtime worked;

- encouraging all workers to assess their own levels of fatigue and alertness prior to commencing work and throughout any shift; and
- the working environment, including exposure to heat and cold.
- **UV Exposure:** Whenever outdoor work is performed at a workplace under the management or control of a Mirvac entity ultra violet radiation (**UVR**) exposure must be considered when job planning. Initiatives which may be implemented to raise awareness and minimise the risk of UVR exposure to outdoor workers include:
 - a purchasing arrangement for Mirvac employees work clothing consisting of the requirements for close-weave fabric with a minimum Ultraviolet Protection Factor (UPF) of 30+ that provides protection to the upper and lower limbs;
 - The requirement for Mirvac employees undertaking outdoor work to wear clothing during daylight hours that provides protection to the upper and lower limbs and has a minimum UPF of 30+;
 - consultation and awareness training for employees, service providers and other workers through workplace induction emphasising the dangers of UVR exposure and skin cancer;
 - providing sheltered amenity areas not exposed to direct sunlight;
 - displaying the 'UV Exposure', 'Avoid Heat Stress' or similar posters.
- **Smoke free:** Mirvac is committed to protecting the health and wellbeing of its employees, workers and visitors by creating a work environment which is free of tobacco smoke. To achieve this commitment, smoking is prohibited within:
 - enclosed and semi- enclosed workplaces (e.g. amenities, lunchrooms and areas where meals are consumed);
 - 5 metres of any access points to an enclosed/semi-enclosed workplace;
 - lifts, hoists, and undercover car parks;
 - within 6 metres of any area that is classified as a confined space;
 - within any vehicle or plant and equipment if another person(s) is present;
 - within 10 metres of any designated flammable or combustible goods store;
 - within 10 metres of a building ventilation intake;
 - rostered days off; and
 - any other area designated as no smoking by signs.
- **Mental Health:** Mirvac will provide general awareness of mental health issues to all employees as appropriate for their role. Service Providers must have an approach to managing mental health issues of their employees.
- **Physical Capacity:** Mirvac has a process in place to provide suitable duties for work related and non-work-related conditions which may impact on an employee's physical capacity. All employees must report any condition which may impact their ability to perform their role safely which will be managed in accordance with the the [Injury Management and Return to Work Manual](#).
- **Pre-Placement Medical Assessment:** pre-placement medical assessments may be required for candidates pursuing employment with Mirvac in high risk position. Service Providers undertaking high risk works must have implement pre-placement medical assessments.

4. Relevant Legislation, Codes of Practice and Standards

Document Title

NSW: Work Health and Safety Act 2011 (NSW)
Work Health and Safety Regulation 2017 (NSW)

Vic: Occupational Health and Safety Act 2004 (Vic)
Occupational Health and Safety Regulations 2017 (Vic)

Qld: Work Health and Safety Act 2011 (Qld)
Work Health and Safety Regulation 2011 (Qld)

ACT: Work Health and Safety Act 2011 (ACT)
Work Health and Safety Regulation 2011 (ACT)
Scaffolding and Lifts Act 1912 (ACT)
Scaffolding and Lifts Regulation 1950 (ACT)

WA: Occupational Safety and Health Act 1984 (WA)
Occupational Safety and Health Regulations 1996 (WA)

SafeWork Australia - Fatigue Management: A Workers Guide

SafeWork Australia - Guide for Managing the Risk of Fatigue at Work

WorkSafe Victoria – Fatigue Prevention in the Workplace